



Saltash Town Council

Konsel An Dre Essa



*The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX*

*Telephone: 01752 844846
www.saltash.gov.uk*

1 July 2026

Dear Councillor

I write to summon you to the **Meeting of Policy and Finance Committee** to be held at the Guildhall on **Tuesday 7th July 2026 at 6.30 pm.**

The meeting is open to members of the public and press. Any member of the public requiring to put a question to the Town Council must do so **no later than three working days before the meeting** either by email to enquiries@saltash.gov.uk or via The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX.

Please note if Councillors have any questions on the business to be transacted at this meeting the Clerk must be notified **no later than 12 noon the before the meeting.**

Yours sincerely,

A handwritten signature in black ink, appearing to be 'S Burrows'.

S Burrows
Town Clerk/ RFO

To:

Essa	Tamar	Trematon
A Ashburn R Bickford R Bullock L Mortimore P Samuels (Chairman) Vacancy	S Gillies M Johns S Martin P Nowlan J Peggs J Suter (Vice-Chairman)	S Miller B Samuels B Stoyel Vacancy

Agenda

1. Civility and Respect Pledge Reminder.

The Town Council has adopted the Civility and Respect Pledge. Members are reminded of their obligations under the Code of Conduct. Debate is to be respectful, focused on the issues, and conducted in accordance with the Code of Conduct.

2. Health and Safety Announcements.

3. Apologies.

4. Declarations of Interest:

a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

5. Public Questions - A 15-minute period when members of the public may ask questions of the Town Council.

Please note: Any member of the public requiring to put a question to the Town Council must do so by email or via The Guildhall **no later than three working days before the meeting.**

Members of the public are advised to review the Receiving Public Questions, Representations and Evidence at Meetings document prior to attending the meeting.

6. To receive and approve the minutes of the Policy and Finance Committee held on 12 May 2026 as a true and correct record. (Pages 5 - 14)

7. To review the Policy and Finance Business Plan Deliverables and consider any actions and associated expenditure; (Pages 15 - 16)

8. To note that all accounts and bank accounts are reconciled up to May 2026.

9. To note that petty cash is reconciled up to June 2026.

10. To receive and note a report on VAT. (Page 17)

11. To receive a report on investments and consider any actions and associated expenditure.

12. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Councils Financial Regulations. There are no discrepancies to report.
13. To receive the current STC Committee budget statements and consider any actions and associated expenditure. (Pages 18 - 31)
14. To receive a report from the Finance Officer and consider any actions and associated expenditure. (Pages 32 - 37)
15. To receive a report on insurance claims and consider any actions and associated expenditure. (Pages 38 - 39)
16. To consider Risk Management reports as may be received.
17. To receive a report on Breakthrough Communications service and consider any actions and associated expenditure.
18. To receive an updated report on Town Council policies and processes and consider any actions and associated expenditure.
19. To consider Community Chest applications:
 - a. CC293 Gleaning Cornwall; (Pages 40 - 104)
 - b. CC293 Saltash Music Speech and Drama Festival; (Pages 105 - 136)
 - c. CC295 Saltash United Football Club. (Pages 137 - 182)
20. To receive a report on Audio Visual, Democratic Services, Telephony and Internet and consider any actions and associated expenditure.
21. To receive a report from the Community Emergency Plan Working Group and consider any actions and associated expenditure.
22. To receive and note quarterly reports for the Commissioning of Professional Youth Work in Saltash:
 - a. Livewire; (Pages 183 - 190)
 - b. The Core. (Pages 191 - 194)

23. To receive reports from Working Groups and Outside Bodies:
 - a. Neighbourhood Plan Steering Group.
 - b. Saltash Team For Youth.
 - c. Section 106 Panel.

24. Public Bodies (Admission to Meetings) Act 1960:
To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

25. To consider any items referred from the main part of the agenda.

26. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.

27. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: Tuesday 22 September 2026 at 6.30 pm

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 12th May 2026 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock, M Johns, G McCaw, S Miller, P Nowlan, J Peggs, B Samuels, P Samuels, B Stoyel and J Suter.

ALSO PRESENT: S Burrows (Town Clerk / RFO), J Hughes (Administration Officer), W Peters (Finance Officer) and K Appleby (Finance Assistant)

APOLOGIES: A Ashburn, J Brady, S Gillies, S Martin and L Mortimore.

1/26/27 TO ELECT A CHAIR.

The outgoing Chairman invited Members to indicate their interest in standing for the position of Chairman of the Policy and Finance Committee for the forthcoming municipal year.

Councillor P Samuels showed interest.

A written ballot was conducted.

Following the ballot, the outgoing Chairman Councillor P Samuels confirmed that a majority vote had been achieved.

It was proposed by Councillor Suter, Seconded by Councillor Stoyel and **RESOLVED** that Councillor P Samuels be elected Chairman of the Policy and Finance Committee for the municipal year 2026/27.

The Chairman Councillor P Samuels in the Chair.

Councillor Miller joined the meeting.

2/26/27 **TO ELECT A VICE CHAIR.**

The Chairman invited Members to indicate their interest in standing for the position of Vice Chairman of the Policy and Finance Committee for the forthcoming municipal year.

Two nominations were received from Councillors J Suter and G McCaw.

A written ballot was conducted.

Following the ballot, the Chairman confirmed that a majority vote had been achieved.

It was proposed by Councillor P Samuels, seconded by Councillor B Samuels and **RESOLVED** that Councillor J Suter be elected Vice Chairman of the Policy and Finance committee for the municipal year 2026/27.

3/26/27 **HEALTH AND SAFETY ANNOUNCEMENTS.**

The Chairman informed those present of the actions required in the event of a fire or emergency.

4/26/27 **DECLARATIONS OF INTEREST:**

- a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

Councillor	Agenda Item	Pecuniary/ Non-Pecuniary	Reason	Left Meeting
G McCaw	19	Non-Pecuniary	Trustee of Saltash United Juniors	Yes

- b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

The Town Clerk confirmed one dispensation had been received in relation to agenda item 19.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor Nowlan, seconded by Councillor B Samuels and **RESOLVED** to grant a dispensation to Councillor McCaw to remain in the room solely for the purpose of presenting and summarising the report relating to the Community Chest Application from Saltash United Juniors, and to participate in the discussion for this item only (as attached).

5/26/27 **PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

Councillor Peggs left the meeting.

6/26/27 **TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 10 MARCH 2026 AS A TRUE AND CORRECT RECORD.**

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

Following a unanimous vote (10 in favour, 0 against, 0 abstentions), it was proposed by Councillor P Samuels, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Policy and Finance Committee held on 10 March 2026 were confirmed as a true and correct record.

Councillor Peggs re-joined the meeting.

7/26/27 **TO RECEIVE A RECOMMENDATION FROM TOWN VISION AND CONSIDER ANY ACTIONS.**

The Chairman provided Members with an overview of the report circulated in the reports pack.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor P Samuel, seconded by Councillor Suter and **RESOLVED** to accept Town Vision's recommended achievements against the relevant Policy and Finance objectives.

8/26/27 **TO REVIEW THE POLICY AND FINANCE BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

9/26/27 **TO NOTE THAT ALL ACCOUNTS AND BANK ACCOUNTS ARE RECONCILED UP TO MARCH 2026.**

It was **RESOLVED** to note.

10/26/27 **TO NOTE THAT PETTY CASH IS RECONCILED UP TO APRIL 2026.**

It was **RESOLVED** to note.

11/26/27 **TO RECEIVE AND NOTE A REPORT ON VAT.**

It was **RESOLVED** to note.

12/26/27 **TO RECEIVE A REPORT ON INVESTMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

13/26/27 **TO NOTE THAT AN AUDIT ON RECENT SUPPLIER PAYMENTS WAS CONDUCTED BY THE CHAIRMAN OF POLICY & FINANCE IN LINE WITH THE COUNCILS FINANCIAL REGULATIONS. THERE ARE NO DISCREPANCIES TO REPORT.**

It was **RESOLVED** to note.

14/26/27 **TO RECEIVE THE CURRENT STC COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

At the invitation of the Chairman, the Finance Officer provided an overview of the report contained and circulated in the reports pack.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor P Samuel, seconded by Councillor Suter and **RESOLVED** to ratify a virement of £711.00 from budget code 6221 PF Town Messenger, to budget code 6208 PF Subscriptions.

15/26/27 **TO RECEIVE A REPORT FROM THE FINANCE OFFICER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

16/26/27 **TO RECEIVE A REPORT ON INSURANCE CLAIMS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman gave an overview of the report contained and circulated in the reports pack and advised that he wished to defer the matter to a later date to allow the Town Clerk additional time to assess the damage to the vehicle and consider whether it would be appropriate to make an insurance claim.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor P Samuels, seconded by Councillor Johns and **RESOLVED** to defer the item to a future Policy and Finance meeting, to allow the Town Clerk additional time to assess the damage to the van and consider options.

17/26/27 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

The Chairman allowed Members time to read the report contained and circulated in the reports pack.

Members considered the content of the report. The Town Clerk advised that, although the cost quoted by the proposed provider is higher than that of the previous supplier, it offers a more comprehensive Health and Safety support package.

The Town Clerk further advised that, while three quotations would normally be sought, the absence of any current Health and Safety support necessitates an appointment without delay to ensure appropriate arrangements are in place.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor Johns, seconded by Councillor McCaw and **RESOLVED** to:

1. Approve the appointment of Company A to provide retained health and safety and fire safety support services, and to assist the Town Council in maintaining effective management arrangements to meet its statutory compliance obligations, at a cost of £5,640 + VAT for a period of 12 months.
2. Approve, in addition to the above, the provision of consultancy sessions as required, charged at £200 for a half day and £320 for a full day.
3. Allocate the above expenditure to budget code P&F 6214 – Health & Safety, and to **RECOMMEND** to the Personnel Committee that staff training costs be allocated to budget codes 6682, 6656, and 6676.

4. Suspend Financial Regulation 5.8, due to the inability to obtain three fixed quotations within the required timescale, in order to ensure that appropriate health and safety arrangements are implemented without delay.

18/26/27 **TO CONSIDER A COMMUNITY CHEST APPLICATION FROM SALTASH UNITED JUNIORS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

CC292 Saltash United Juniors;

The Chairman invited Councillor McCaw to provide an overview of the Community Chest application from Saltash United Juniors.

Councillor McCaw left the meeting to enable Councillors to score the application.

Members advised that Saltash United Juniors explore the possibility of raising additional funds to enable the purchase of a more robust shed than the one originally proposed.

Following a vote (9 in favour, 0 against, 1 abstentions), it was proposed by Councillor B Samuels, seconded by Councillor Peggs and **RESOLVED** to award £1,000.

Councillor McCaw was invited and re-joined the meeting.

19/26/27 **TO CONSIDER A FESTIVAL FUND APPLICATION FROM TINCOMBE TEA PARTY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED** to award £428.88, subject to receiving a copy of the relevant Employers & Public Liability insurance certificates following renewal.

20/26/27 TO RECEIVE A REPORT ON THE GRANTS POLICY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman informed Members that the Town Clerk is currently working with CALC to complete Stage 2 of the Town Council's governance framework. He further advised that the recommendations contained within the circulated report pack can be reviewed as part of the finalisation of the governance framework, subject to their meeting statutory requirements.

Members discussed the circulated report and the recommendations therein.

Following a vote (10 in favour, 0 against, 1 abstentions), it was proposed by Councillor Stoyel, seconded by Councillor Miller and **RESOLVED** that the report recommendations were noted and will form part of the governance framework process to be undertaken by CALC and the Town Clerk.

21/26/27 TO RECEIVE A REPORT FROM MUSIC SPEECH AND DRAMA FESTIVAL FUNDING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

22/26/27 TO RECEIVE A REPORT ON THE TOWN COUNCIL CIVIC REGALIA AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman provided an overview of the circulated report, and Members discussed the recommendations.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor Peggs, seconded by Councillor Johns and **RESOLVED** to:

1. Purchase a Deputy Mayor tricorne hat, with a silver-embroidered loop and adjustable hat-reducing foam at a cost of £521.95;
2. Approve the loan and insurance of a Mayoral hat currently at an increase in insurance of £1 and an excess of £250;
3. Approve a written agreement between the Town Council and a former Mayor for insurance purposes;
4. Purchase a new Town Clerk robe and collarette at a cost of £2,477.92;
5. Approve all associated cost to budget code 6272 Civic Regalia.

23/26/27

TO RECEIVE A DRAFT AGREEMENT BETWEEN THE TOWN COUNCIL AND SALTASH YOUTH NETWORK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman provided an overview of the circulated report, advising Members that the draft agreement could be agreed upon in principle this evening with delegated authority to the Town Clerk to finalise the draft version.

Councillor Bickford thanked the team for bringing the agreement to fruition and noted his view that it should include a section outlining the Town Council's expectations regarding publicity and promotion in relation to the funding the Town Council have awarded Saltash Youth Network when they then award youth services.

Members discussed the report.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor Stoyel, seconded by Councillor Bickford and **RESOLVED** to;

1. Approve the draft agreement in principle, subject to the Town Clerk including a section outlining expectations regarding publicity.
2. Delegate authority to the Town Clerk to sign the final annual agreement on behalf of the Town Council.

24/26/27

TO RECEIVE AN INVITATION FROM THE CORE AND CONSIDER ANY ACTIONS.

The Chairman invited questions from Members regarding the circulated invitation from The Core.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor Bullock, seconded by Councillor Johns and **RESOLVED**;

1. To note and thank The Core for the invitation.
2. To record that Councillors Bullock, Stoyel, Suter, Johns and Peggs confirmed their attendance.
3. To note that other Councillors may attend, and that those wishing to do so will contact The Core to confirm any dietary requirements.

25/26/27 **TO RECEIVE A REPORT ON THE TOWN COUNCIL STALL AT THE MAY FAIR AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman invited questions on the circulated reports.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor Nowlan, seconded by Councillor McCaw and **RESOLVED** to delegate authority to the Development and Engagement Manager:

1. To approve the purchase of additional promotional materials including interactive activities for future Town Council events to enhance public engagement;
2. To purchase a central guttering system for the adjoining gazebos;
3. To seek final approval from the Town Clerk and budget sign off.

26/26/27 **TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:**

- a. Neighbourhood Plan Steering Group

Nothing to report.

- b. Saltash Team for Youth

Nothing to report.

- c. Section 106 Panel

Nothing to report.

27/26/27 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

28/26/27 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

29/26/27 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

To resolve that the public and press be re-admitted to the meeting.

30/26/27 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor P Samuels, seconded by Councillor Suter and **RESOLVED** to issue the following Press and Social Media releases;

1. Business Plan Deliverables;
2. Community Chest and Festival Fund awards;
3. Promote the election of the Chair and Vice-Chair for the Policy and Finance Committee, detailing their roles and the remit of the committee.

DATE OF NEXT MEETING

Tuesday 7 July 2026 at 6.30 pm

Rising at: 8.04 pm

Signed: _____
Chairman

Dated: _____

Objective	What we will deliver	Lead Officer	Resources	Ongoing	Year	What we achieved	Completed	Already do
<p>To encourage and deliver an annual budget supported by financial stability that is both resilient and responsible in order to support STC Expenditure that is either planned, unexpected or of an emergency nature.</p>	<p>High level of services that benefit local residents and wider community by means of improved facilities and better quality of life</p> <p>Maintaining quality services, supporting events, programs and initiatives that enhance the attractiveness and economic activity of the Town</p>	<p>RFO / Finance Officer</p>	<p>Finance</p>			<p>Preparation and recommendation of a reasonable and balanced precept increase for the 2026–2027 financial year. Robust financial management has been maintained through regular monthly budget monitoring, ensuring that expenditure remains controlled, appropriate, and within approved limits.</p> <p>In addition, transparency and accountability have been upheld through the consistent publication of monthly budget reports for each committee meeting.</p>		
<p>To further develop policies that support the smooth running of the Council and promote efficiencies which will ultimately benefit the Town.</p>	<p>To monitor and deliver policies that are fit for purpose in an ever changing and challenging environment.</p> <p>Enable a clear sense of direction to follow</p> <p>Communicating effectively with the local community for better understanding of the value the Town Council delivers</p>	<p>Town Clerk / Office Manager</p>	<p>Administration / Members</p>			<p>Admin have reviewed the Complaints Policy.</p> <p>Personnel reviewed the amount under delegated authority for training in the scheme of delegation</p> <p>Town Council reviewed the Civic Handbook.</p> <p>The Committee’s decision at its meeting on 10 March 2026 to authorise a full external review of the Town Council’s Governance Framework.</p> <p>A review under Assertion 10 was completed, resulting in improved Privacy Notices for both the Town Council and Members, an updated IT Policy, and enhanced accessibility across Town Council processes.</p> <p>Amendments to the procedures for receiving public questions, representations and evidence at meetings were reviewed and approved, alongside the adoption of a streamlined and clearer complaints procedure.</p> <p>Attendance at the May Fair followed a review of the Council’s approach to external engagement, with business plan messaging used to promote the value and services delivered by the Town Council.</p> <p>Thw Town Council approved to adopt CALC’s new streamlined policy framework, which is fully aligned with sector best practice and removes duplication as well as proposed amendments to the policies within the new streamlined structure - appointing CALC to undertake Stage 2 of the review</p> <p>The Death of a VIP protocol has been amended to reflect changes in the monarchy and new guidance.</p> <p>Town Clerk has progressed with Stage 2 of the policy review with Administration to assist with formatting and distribution subject to final sign off received from Town Clerk.</p> <p>Communications via social media upon the election of Chairmans and Vice Chairmans providing clear infromation on the remits and responsibilities of each Committee.</p>		

To support the delivery of professional youth work	<p>Set a reasonable budget for organisations to tender</p> <p>Create clear and transparent tender documents for bid submissions providing a fair and reasonable timeframe</p> <p>Advertise the tender widely to ensure those who meet the criteria have the opportunity to bid</p> <p>Promote awareness for youth work organisations, enabling collaboration and best practice and use of resources.</p>	Administration Officer	Administration					<p>Members have set a budget of £100,000 each year for the period 2026-2029. Clear and transparent tender documents have been created for bid submissions with a 4 week timeframe for bids to be submitted. The tender has been advertised on STC website, contracts finder, social media and on STC noticeboards. Emails have been sent to key stakeholders to notify them the tender is live and Saltash Team for Youth.</p> <p>Team for Youth recommendations were approved, with all funding awarded to two vital PYW organisations within the town. Annual reviews of documentation will be scheduled to ensure all requirements are met prior to the release of future funding. Saltash Team for Youth will continue to work with the organisations should any additional support needs be identified.</p> <p>Funding opportunities were shared with key stakeholders via social media channels.</p> <p>An agreement between Saltash Town Council and the Saltash Youth Network has been drafted and is scheduled for consideration at the Policy and Finance Committee on 12 May 2026, with the Saltash Youth Network confirming they are content with the agreement.</p> <p>1st Quarter of new year completed with reports received from youth organisations as per funding agreement.</p>		
To provide Community Chest and Festival Fund Grants	<p>Continue to provide grants and funding opportunities that benefit the community</p> <p>Set a reasonable budget for organisations to submit an application for their project or event</p> <p>Provide 1:1 support to ensure the application is fully complete prior to receiving at Committee</p> <p>Improve the current Town Council Grant Policy (if necessary) by making it more accessible for the end user</p> <p>Advertise the Grant opportunity widely</p>	<p>P&F Committee</p> <p>P&F Committee</p> <p>Receptionist</p> <p>Cllrs Gillies, Bickford, Suter, Peggs</p> <p>Communications and Engagement Officer</p>	Administration / Members					<p>1:1 support offered to all at point of initial enquiry. Applicants are encouraged to ask for help and supported through any queries with application at point of checking. The awarding of grants in accordance with the Town Council's Grants Policy.</p> <p>Application from a county-wide charity, which falls outside the current policy criteria, presented to the Policy and Finance Committee for consideration on the basis of its local impact.</p> <p>Advice provided on alternative funding sources where enquiries fall outside the funding scope.</p>		
To further strengthen relationships with Saltash Plougastel Twinning.	<p>Reaffirm friendship charter</p> <p>Mayor in office to hold honorary position on the Saltash Plougastel Twinning Associations Committee</p> <p>Provide the Association free room hire for meetings and events</p>	Mayors Secretary	Administration		1	2	3	<p>Charter reaffirm event to take place on 15 May at Guildhall. Plans underway. Twinning Association pleased with Mayor holding position and delighted with free room hire.</p> <p>Successful event delivered where charter was signed. Charter is being framed and additional signed copy sent to Plougastel.</p>	Completed	

To receive and note a report on VAT

Report to:

Policy & Finance Committee

Date of Report:

22 June 2026

Officer Writing the Report:

Finance Officer

Purpose of the report:

To update the members with the latest VAT return submission information.

Officer's Recommendations

To note the report.

Report Summary

The last VAT Return submitted was for the period 1 January 2026 – 31 March 2026 and submitted on 23 April 2026. A refund of £15,972.91 was received on 29 April 2026.

The next VAT Return for the period 1 April 2026 – 30 June 2026 is due on 7 August 2026.

Signature of Officer:

Finance Officer

To receive a report on investments and consider any actions and associated expenditure

Report to:

Policy & Finance Committee

Date of Report:

3 July 2026

Officer Writing the Report:

Finance Officer

Purpose of the report:

To update the members with the latest investment funds information.

Officer's Recommendations

To note the information in the report below, with regards to investment balances held at 30 June 2026.

Report Summary

Investment Description	Amount	Limit of Investment	Required Period to Withdraw	Maturity Date	Percentage Rate
CCLA Public Sector Deposit Fund	£830,000	£10,000,000+	Next Day	N/A	3.85% - June 2026
Barclays Active Saver	£20,401	£10,000,000+	Instant	N/A	1.05% - March 2026
Nationwide 95 day Notice Account – Issue 11	£865,650	£1,000,000	95 days' notice	N/A	3.25% - January 2026
Cornwall Council Deposit Fund	£894,573	£1,000,000	Before 9:30am Same Day. After 9:30am Next Day	N/A	4.32% - June 2026

Signature of Officer:

Finance Officer

Saltash Town Council Summary Budget Report 2026-27

Saltash Town Council

For the 2 months ending 31 May 2026

Account	Prior Year 2025/26	Budget Including Virements 2026/27	Actual YTD 2026/27	Budget Available 2026/27
Operating Income				
Burial Authority Income	24,975	16,184	2,904	13,280
Burial Board Income	3,771	3,666	1,400	2,266
Guildhall Income	2,275	2,331	125	2,206
Library Income	1,530	780	0	780
Maurice Huggins Income	1,178	1,400	783	617
P&F Income	130,719	58,700	4,663	54,037
Service Delivery Income	20,219	24,513	20,913	3,600
Station Income	5,953	6,620	1,090	5,530
Total Operating Income	190,621	114,194	31,877	82,317
Operating Expenditure				
Burial Authority Expenditure	13,633	4,716	796	3,920
Burial Board Expenditure	2,668	5,058	69	4,989
Guildhall Expenditure	28,550	45,693	10,801	34,892
Library Expenditure	52,002	57,439	22,998	34,441
Maurice Huggins Expenses	2,106	4,759	634	4,125
Personnel Expenditure	13,000	19,024	2,171	16,853
Personnel Staffing Cost	830,449	1,006,848	145,926	860,922
P&F Expenditure	196,882	288,545	56,061	232,484
Service Delivery Expenditure	130,579	143,782	15,400	128,382
Station Expenditure	11,623	19,041	5,328	13,713
Total Operating Expenditure	1,281,493	1,594,905	260,184	1,334,721
Total Operating Surplus/ (Deficit)	(1,090,872)	(1,480,711)	(228,308)	(1,252,403)
EMF Expenditure				
Burial Authority EMF Expenditure	0	25,387	0	25,387
Burial Board EMF Expenditure	0	15,334	0	15,334
Guildhall EMF Expenditure	7,131	43,086	0	43,086
Library EMF Expenditure	27,303	155,848	24,744	131,104
Maurice Huggins EMF Expenditure	0	5,429	0	5,429
Personnel EMF Expenditure	22,107	117,226	614	116,612
P&F EMF Expenditure	88,007	156,824	4,288	152,536
Service Delivery EMF Expenditure	221,763	414,531	(1,086)	415,617
Station EMF Expenditure	10,922	55,870	0	55,870
Total EMF Expenditure	377,232	989,535	28,560	960,975
Total Overall Expenditure (Operational & EMF)	1,658,725	2,584,440	288,744	2,295,696
Total Overall Budget Surplus/ Defecit	(1,468,105)	(2,470,246)	(256,868)	(2,213,378)

Notes

All budget virements are detailed on the individual committee budget sheets

Policy & Finance (P&F) Committee - P & F Budget 2026-27

Saltash Town Council

For the 2 months ending 31 May 2026

Account	Prior Year 2025/26	Budget Including Virements	Actual YTD 2026/27	Budget Available 2026/27
P&F Operating Income				
4901 PF Bank Interest Received	93,153	58,700	4,663	54,037
4908 PF Misc Income	3	0	0	0
4902 PF Insurance Claim	37,563	0	0	0
Total P&F Operating Income	130,719	58,700	4,663	54,037
P & F Operating Expenditure				
6200 PF Bank Charges	963	1,995	226	1,769
6201 PF Audit	3,300	4,000	0	4,000
6202 PF Civic Occasions (including Road Closures)	7,368	5,000	17	4,983
6203 PF Mayors' Allowance	5,581	5,912	0	5,912
6204 PF Councillors' Allowance	2,466	4,096	0	4,096
6205 PF Insurance	20,751	27,836	14,446	13,390
6206 PF Youth Network	4,000	6,000	0	6,000
6208 PF Subscriptions	17,580	37,650	16,464	21,186
6210 PF Community Chest	3,630	10,300	0	10,300
6211 PF Website Maintenance	201	1,069	265	804
6213 PF Councillor Training & Expenses	2,378	1,142	361	781
6214 PF Health & Safety	7,171	9,474	908	8,566
6217 PF Data Protection	73	1,700	0	1,700
6220 PF Festival Fund	13,919	15,450	10,000	5,450
6221 PF Town Messenger	3,300	4,544	660	3,884
6222 PF Commissioning Youth Work	60,842	100,000	0	100,000
6224 PF Legal & Professional Fees	11,274	10,000	8,626	1,374
1. P&F IT/Office Costs	30,527	40,245	5,825	34,421
6650 ST PF Parking Space	284	332	301	31
6653 ST PF Staff ID Badges	39	50	6	44
6655 ST PF Staff Travelling Expenses	589	750	48	702
6230 PF Social Media Advertising	646	1,000	9	991
Total P & F Operating Expenditure	196,882	288,545	58,161	230,384
Total P&F Operating Surplus/ (Deficit)	(66,162)	(229,845)	(53,498)	(176,347)
P&F EMF Expenditure				
6271 PF EMF Election	19,036	55,373	0	55,373
6272 PF EMF Robes & Civic Regalia	4,159	9,192	996	8,196
6273 PF EMF Legal Fees	0	6,200	2,800	3,400
6275 PF EMF Neighbourhood Plan	97	23,052	90	22,962
6278 PF EMF CIL Planning Income	0	21,731	0	21,731
6280 PF EMF Town Vision	0	9,665	0	9,665
6281 PF EMF Town Vitality Funding Grant	29,444	0	0	0

Account	Prior Year 2025/26	Budget Including Virements 2026/27	Actual YTD 2026/27	Budget Available 2026/27
6282 PF EMF Funding Bids (Consultancy Fees)	0	10,201	0	10,201
6284 PF EMF Consultations	0	3,000	0	3,000
6285 PF EMF Twinning	0	1,500	562	938
6287 PF EMF Website (Capital Expenditure)	0	12,000	0	12,000
6288 PF EMF Waterside Feasibility project	7,480	0	0	0
6289 PF EMF TRIP funding	13,825	278	0	278
6370 PF EMF Computer & Office Equipment Renewal	13,965	4,632	0	4,632
Total P&F EMF Expenditure	88,007	156,824	4,448	152,376
Total P&F Expenditure (Operational & EMF)	284,889	445,369	62,610	382,759
Total P&F Budget Surplus/ (Deficit)	(154,170)	(386,669)	(57,947)	(328,722)

1. P&F IT/Office Costs

Nominal Code	Prior Year 2025/26	Budget Including Virements 2026/27	Actual YTD 2026/27	Budget Available 2026/27
6300 Telephone	3,657	8,691	302	8,389
6301 Stationery/Postage/Printing	2,728	3,506	324	3,182
6303 Copier Maintenance	4,428	5,200	1,079	4,121
6305 Finance Software	2,948	3,620	1,851	1,769
6306 IT Maintenance	16,766	19,228	2,769	16,459
TOTALS	30,527	40,245	6,325	33,921

Key

Spending is on target as predicted at this point in the financial year

Spending is higher than anticipated and needs to be monitored closely

Budget is overspent - requires investigation and recommend virement

Personnel Committee - Personnel Budget 2026-27

Saltash Town Council

For the 2 months ending 31 May 2026

Account	Prior Year 2025/26	Budget Including Virements 2026/27	Actual YTD 2026/27	Budget Available 2026/27
Personnel Operating Expenditure				
Personnel Expenditure				
6654 ST PE Staff Welfare	801	7,222	1,253	5,969
6660 ST PE Staff Recognition	75	250	0	250
6662 ST PE HR Professional Fees	12,124	11,552	147	11,405
Total Personnel Expenditure	13,000	19,024	1,400	17,624
Training Costs				
6682 ST PE Staff Training (Library)	683	600	138	462
6656 ST PE Staff Training (P&F)	4,426	5,177	2,794	2,384
6676 ST PE Staff Training (Service Delivery)	2,471	7,987	307	7,680
Total Training Costs	7,579	13,764	3,238	10,526
Staffing Costs				
Library Staffing Costs	136,479	169,564	26,740	142,824
P&F Staffing Costs	399,159	531,901	75,192	456,709
Services Staffing Costs	285,957	290,819	40,755	250,064
Total Staffing Costs	821,595	992,284	142,688	849,596
Other Staffing Cost				
6652 ST PE Employers Pension - Monthly Fee	500	0	0	0
6659 ST PE Civic Roles	775	800	0	800
Total Other Staffing Cost	1,275	800	0	800
Total Personnel Operating Expenditure	843,449	1,025,872	147,326	878,546
Total Personnel Operating Surplus/ (Deficit)	(843,449)	(1,025,872)	(147,326)	(878,546)
Personnel EMF Expenditure				
6691 ST PE EMF Legal & Professional Fees (Staffing)	0	10,162	0	10,162
6694 ST PE EMF Staff Contingency (P&F)	16,375	52,941	0	52,941
6698 ST PE EMF Staff Contingency (Library)	0	17,553	0	17,553
6700 ST PE EMF Staff Contingency (Services)	0	29,126	0	29,126
6701 ST PE EMF Staff Recruitment	5,731	7,444	614	6,830
Total Personnel EMF Expenditure	22,107	117,226	614	116,612
Total Personnel Expenditure (Operational & EMF)	865,556	1,143,098	147,939	995,159
Total Personnel Budget Surplus/ (Deficit)	(865,556)	(1,143,098)	(147,939)	(995,159)

Key

Spending is on target as predicted at this point in the financial year

Spending is higher than anticipated and needs to be monitored closely

Budget is overspent - requires investigation and recommend virement

Services Committee - Service Delivery Budget 2026-27

Saltash Town Council

For the 2 months ending 31 May 2026

Account	Prior Year 2025/26	Budget Including Virements 2026/27	Actual YTD 2026/27	Budget Available 2026/27
Service Delivery Operating Income				
Grounds & Premises Income				
4500 SE Allotment Rents	5,147	5,045	5,232	(187)
4510 SE Grass Cutting & Planting	1,226	426	0	426
4512 SE Other Income	1	0	1	(1)
4513 SE Water Rates Income	290	262	47	215
Total Grounds & Premises Income	6,664	5,733	5,280	453
Town & Waterfront Income				
4520 SE Waterside Income - Trusted Boat Scheme	1,250	1,250	1,583	(333)
4521 SE Waterside Income - Annual Mooring Fees	11,605	16,880	14,025	2,855
4522 SE Waterside Income - Daily Mooring Fees	700	650	25	625
Total Town & Waterfront Income	13,555	18,780	15,633	3,147
Total Service Delivery Operating Income	20,219	24,513	20,913	3,600
Service Delivery Operating Expenditure				
Grounds & Premises Expenditure				
6209 SE Oyster Beds	4	1	0	1
6500 SE Tree Survey and Tree Maintenance	4,800	10,000	1,200	8,800
6503 SE Allotments - Churchtown	0	500	0	500
6532 SE Allotments - Grenfell	120	500	120	380
6533 SE Allotments - Fairmead	183	750	0	750
6506 SE Grounds Maintenance & Watering	18,765	12,000	318	11,682
6508 SE Public Toilets (Operational Costs)	6,620	7,319	556	6,763
6517 SE Cornish Cross (Maintenance)	338	415	0	415
6525 SE Public Toilets (Repairs & Maintenance Costs)	1,733	3,159	288	2,871
6526 SE Tools, Equipment & Materials (Store & All Areas)	5,421	5,520	161	5,359
6529 SE Refuse Disposal	6,560	6,948	1,247	5,701
6530 SE Allotment Software Subscription	420	508	420	88
6531 SE Public Toilet Commercial Cleaning	37,826	42,175	6,534	35,641
Total Grounds & Premises Expenditure	82,790	89,795	10,844	78,951
Longstone Expenditure				
7101 LO Water Rates - Longstone	3,776	2,434	153	2,281
7103 LO Electricity - Longstone	1,793	1,691	0	1,691
7104 LO Fire & Security Alarm & CCTV - Longstone	831	1,159	123	1,036
7107 LO Rent - Longstone	4,680	6,780	780	6,000
7108 LO Cleaning Materials & Equipment - Longstone	603	377	166	211
7110 LO General Repairs & Maintenance - Longstone	1,538	5,595	0	5,595
7114 LO Equipment - Longstone	1,408	500	0	500
7121 LO IT & Office Costs - Longstone	1,568	1,290	171	1,119
7123 LO Annual Keyholding Service	0	184	151	33

Account	Prior Year 2025/26	Budget Including Virements 2026/27	Actual YTD 2026/27	Budget Available 2026/27
6673 ST SE Services Delivery - Clothing	1,555	2,599	312	2,287
6674 ST SE Services Delivery - Mobiles	1,662	2,244	463	1,781
6675 ST SE Services Delivery Staff Travelling Expenses	1,628	2,160	3	2,157
Total Longstone Expenditure	21,041	27,013	2,322	24,691

Town & Waterfront Expenditure

6504 SE Street Furniture (Maintenance)	903	2,673	423	2,250
6505 SE Street Lighting	257	802	15	787
6512 SE Bus Shelters (Maintenance)	0	604	0	604
6515 SE Festive Lights Maintenance & Electricity	8,055	4,016	0	4,016
6519 SE Flags & Bunting	1,297	2,000	206	1,794
6522 SE Pontoon (Maintenance Costs)	2,017	3,207	34	3,173
6524 SE Vehicle Maintenance and Repair Costs	7,598	11,226	2,398	8,828
6527 SE Salt Bins Refill	495	575	0	575
6528 SE Pontoon Accommodation	5,841	1,388	302	1,086
6534 SE Pontoon Broadband	286	299	76	223
6535 SE Annual Keyholding Service	0	184	151	33
Total Town & Waterfront Expenditure	26,749	26,974	3,606	23,368

Total Service Delivery Operating Expenditure	130,579	143,782	16,772	127,010
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Total Service Delivery Operating Surplus/ (Deficit)	(110,360)	(119,269)	4,141	(123,410)
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Service Delivery EMF Expenditure

Grounds & Premises EMF Expenditure

6471 SE EMF Heritage Centre	8,009	47,357	0	47,357
6571 SE EMF Saltash Recreation Areas	0	77,791	0	77,791
6580 SE EMF Public Toilets (Capital Works)	0	26,398	0	26,398
6588 SE EMF Victoria Gardens	0	14,481	0	14,481
6589 SE EMF Community Tree Planting Initiatives	449	2,696	0	2,696
6591 SE EMF Tree Maintenance	0	32,012	0	32,012
6593 SE EMF Cornish Cross (Maintenance)	0	5,217	0	5,217
6595 SE EMF Legal & Professional Fees (Grounds & Premises)	2,711	5,089	0	5,089
6599 SE EMF Allotments	0	5,197	0	5,197
Total Grounds & Premises EMF Expenditure	11,169	216,238	0	216,238

Longstone EMF Expenditure

7122 SE EMF Legal & Professional Fees (Longstone)	0	1,000	0	1,000
7170 LO EMF Longstone Depot Capital Works	0	17,038	0	17,038
Total Longstone EMF Expenditure	0	18,038	0	18,038

Town & Waterside EMF Expenditure

6569 SE EMF Tourism & Signage	0	30,000	0	30,000
6570 SE EMF Notice Boards (Repair & Replace)	(47)	1,003	0	1,003
6572 SE EMF Festive Lights	30,778	31,790	0	31,790
6573 SE EMF Public Art & Maintenance	0	1,443	314	1,129
6574 SE EMF Salt Bins	396	1,876	0	1,876
6575 SE EMF Street Furniture (New & Replace)	0	1,367	0	1,367

Account	Prior Year 2025/26	Budget Including Virements 2026/27	Actual YTD 2026/27	Budget Available 2026/27
6578 SE EMF Equipment and Vehicles (Capital Works)	12,750	55,750	0	55,750
6582 SE EMF Town War Memorial	0	16,978	0	16,978
6584 SE EMF Pontoon Maintenance Costs	116,672	4,230	2,200	2,030
6590 SE EMF Utilities & Rates	0	2,157	0	2,157
6598 SE EMF Crime Reduction (CCTV)	50,045	33,660	0	33,660
Total Town & Waterside EMF Expenditure	210,594	180,254	2,514	177,740
Total Service Delivery EMF Expenditure	221,763	414,530	2,514	412,016
Total Service Delivery Expenditure (Operational & EMF)	352,342	558,312	19,286	539,026
Total Service Delivery Budget Surplus/ (Deficit)	(332,123)	(533,799)	1,627	(535,426)

To/From Reserves & Budget Virements

1. Virement from Year End (Income in Advance) to 4500 SE Allotments - £1,632 - compensation received from filming at Churchtown allotments
2. Virement from General Reserves to 7107 SE Rent - Longstone - £2,100 - FTC 52/26/27

Key

Spending is on target as predicted at this point in the financial year

Spending is higher than anticipated and needs to be monitored closely

Budget is overspent - requires investigation and recommend virement

Services Committee - Library Budget 2026-27

Saltash Town Council

For the 2 Months ending 31 May 2026

Account	Prior YTD 2025/26	Budget Including Virements 2026/27	Actual YTD 2026/27	Budget Available 2026/27
Library Operating Income				
4517 LI Library - Replacement Membership Cards	25	50	0	50
4518 LI Library - Photocopying Fees	1,255	600	0	600
4524 LI Library Book Sales	250	130	0	130
Total Library Operating Income	1,530	780	0	780
Library Operating Expenditure				
6900 LI Rates - Library	13,339	13,597	11,760	1,837
6901 LI Water Rates - Library	415	418	51	367
6902 LI Gas - Library	2,120	4,500	111	4,389
6903 LI Electricity - Library	2,991	4,000	0	4,000
6904 LI Fire, Security Alarm & CCTV - Library	967	1,186	427	759
6908 LI Cleaning Materials & Equipment - Library	923	1,700	142	1,558
6909 LI Boiler Service & Maintenance - Library	1,006	939	0	939
6910 LI General Repairs & Maintenance - Library	2,359	2,605	110	2,495
6911 LI TV License & PRS - Library	42	0	0	0
6913 LI Refreshment Costs - Library	58	150	0	150
6914 LI Equipment - Library	719	500	0	500
6921 LI IT & Office Costs - Library	1,052	1,869	0	1,869
6922 LI Library Activities	2,470	2,500	0	2,500
6975 LI Home Library Service	0	200	0	200
6923 LI PWLB Loan Repayment & Interest	23,509	23,025	11,573	11,452
6681 ST LI Staff Travelling Expenses (Library)	33	250	50	201
Total Operating Expenditure	52,002	57,439	24,224	33,215
Total Library Operating Surplus/ Deficit	(50,472)	(56,659)	(24,224)	(32,435)
Library EMF Expenditure				
6918 LI EMF Legal & Professional Fees (Private Contractors)	1,565	21,540	6,066	15,474
6971 LI EMF Saltash Library Property Refurbishment	24,911	121,149	18,678	102,471
6972 LI EMF Library Equipment & Furniture	0	5,686	0	5,686
6974 LI EMF Library Funding	0	0	0	0
6976 LI EMF Library General Maintenance	827	7,473	0	7,473
Total Library EMF Expenditure	27,303	155,848	24,744	131,104
Total Library Expenditure (Operational & EMF)	79,305	213,287	48,968	164,319
Total Library Budget Surplus/ (Deficit)	(77,775)	(212,507)	(48,968)	(163,539)

To/From Reserves & Budget Virement

1. Virement from 6974 LI EMF Library Funding to 6922 LI Library Activities - £1,430 - FTC 269/25/26

Key

Spending is on target as predicted at this point in the financial year

Spending is higher than anticipated and needs to be monitored closely

Budget is overspent - requires investigation and recommend virement

Services Committee - Isambard House (Station Building) Budget 2026-27

Saltash Town Council

For the 2 Months ending 31 May 2026

Account	Prior Year 2025/26	Budget Including Virements 2026/27	Actual YTD 2026/27	Budget Available 2026/27
Isambard House Operating Income				
4301 SA Isambard House - Bookings	5,550	4,925	1,083	3,842
4302 SA Isambard House - Refreshment Income	403	120	7	113
4305 SA Isambard House - Event Ticket Sales	0	1,575	0	1,575
Total Isambard House Operating Income	5,953	6,620	1,090	5,530
Isambard House Operating Expenditure				
6800 SA Rates - Isambard House	3,842	4,108	3,890	218
6801 SA Water Rates - Isambard House	(691)	741	78	663
6802 SA Gas - Isambard House	458	650	42	608
6803 SA Electricity - Isambard House	4,375	6,000	443	5,557
6804 SA Fire & Security Alarm - Isambard House	593	1,004	196	808
6808 SA Cleaning Materials & Equipment - Isambard House	1,109	1,350	399	951
6810 SA General Repairs & Maintenance - Isambard House	1,019	2,000	271	1,729
6813 SA Refreshments Costs - Isambard House	367	519	0	519
6814 SA Equipment - Isambard House	58	1,094	9	1,085
6822 SA Activities & Events	494	1,575	0	1,575
Total Operating Expenditure	11,623	19,041	5,328	13,713
Total Isambard House Operating Surplus/ (Deficit)	(5,670)	(12,421)	(4,238)	(8,183)
Isambard House EMF Expenditure				
6473 SA EMF Station Building (Purchase & Capital Works)	1,076	0	0	0
6818 SA EMF Professional Costs - Isambard House	0	3,211	0	3,211
6870 SA EMF Isambard House Retention Fund	8,625	9,867	0	9,867
6871 SA EMF Tresorys Kernow Funding	562	0	0	0
6872 SA EMF Entertainment Licenses	660	1,472	0	1,472
6873 SA EMF General Repairs & Maintenance	0	41,320	0	41,320
Total Isambard House EMF Expenditure	10,922	55,870	0	55,870
Total Isambard House Expenditure (Operational & EMF)	22,545	74,911	5,328	69,583
Total Isambard House Budget Surplus/ (Deficit)	(16,592)	(68,291)	(4,238)	(64,053)

Key

Spending is on target as predicted at this point in the financial year

Spending is higher than anticipated and needs to be monitored closely

Budget is overspent - requires investigation and recommend virement

Burial Authority Committee - Burial Authority Budget 2026-27

Saltash Town Council

For the 2 Months ending 31 May 2026

Account	Prior Year 2025/26	Budget Including Virements 2026/27	Actual YTD 2026/27	Budget Available 2026/27
Burial Authority Operating Income				
4612 BA Cemetery Fees	24,261	15,570	2,904	12,666
4614 BA Memorial Bench Income	250	600	0	600
4615 BA National Grid Wayleave Income	464	14	0	14
Total Burial Authority Operating Income	24,975	16,184	2,904	13,280
Burial Authority Operating Expenditure				
6000 BA Petrol	46	260	30	230
6001 BA Machinery Maintenance Costs	127	317	0	317
6004 BA General Site Maintenance	993	1,038	102	936
6008 BA Tree Survey & Tree Maintenance	481	908	0	908
6009 BA Electricity Costs	452	421	0	421
6010 BA PWLB Loan Repayment & Interest	10,692	0	0	0
6012 BA Memorial (Expenditure)	116	518	0	518
6013 BA Security Alarm Maintenance	66	344	164	180
6014 BA Cemetery Software Subscription	660	726	387	339
6015 BA Annual Keyholding Service	0	184	151	33
Total Burial Authority Operating Expenditure	13,633	4,716	834	3,882
Total Burial Authority Operating Surplus/ (Deficit)	11,342	11,468	2,070	9,398
Burial Authority EMF Expenditure				
6070 BA EMF Churchtown Cemetery Capital Works	0	7,472	0	7,472
6071 BA EMF Replace Machinery & Equipment	0	13,942	0	13,942
6073 BA EMF Memorial Garden	0	3,570	0	3,570
6074 BA EMF Water	0	403	0	403
Total Burial Authority EMF Expenditure	0	25,387	0	25,387
Total Burial Authority Expenditure (Operational & EMF)	13,633	30,103	834	29,269
Total Burial Authority Budget Surplus/ Deficit	11,342	(13,919)	2,070	(15,989)

Key

Spending is on target as predicted at this point in the financial year

Spending is higher than anticipated and needs to be monitored closely

Budget is overspent - requires investigation and recommend virement

Joint Burial Board Committee - Burial Board Budget 2026-27

Saltash Town Council

For the 2 months ending 31 May 2026

Account	Prior YTD 2025/26	Budget Including Virements 2026/27	Actual YTD 2026/27	Budget Available 2026/27
Burial Board Operating Income				
4600 BB Cemetery Fees (St. Stephens)	3,105	3,000	1,400	1,600
4605 BB SLA Payment Grass Cutting	666	666	0	666
Total Burial Board Operating Income	3,771	3,666	1,400	2,266
Burial Board Operating Expenditure				
6100 BB Petrol	108	208	69	139
6101 BB Machinery Maintenance Costs	296	774	0	774
6104 BB General Site Maintenance	614	2,076	0	2,076
6108 BB Tree Survey & Tree Maintenance	1,650	2,000	0	2,000
Total Burial Board Operating Expenditure	2,668	5,058	69	4,989
Total Burial Board Operating Surplus/ (Deficit)	1,103	(1,392)	1,331	(2,723)
Burial Board EMF Expenditure				
6170 BB EMF General Maintenance	0	15,334	0	15,334
Total Burial Board EMF Expenditure	0	15,334	0	15,334
Total Burial Board Expenditure (Operational & EMF)	2,668	20,392	69	20,323
Total Burial Board Budget Surplus/Deficit	1,103	(16,726)	1,331	(18,057)

Key

Spending is on target as predicted at this point in the financial year

Spending is higher than anticipated and needs to be monitored closely

Budget is overspent - requires investigation and recommend virement

Services Committee - Guildhall Budget 2026-27

Saltash Town Council

For the 2 months ending 31 May 2026

Account	Prior Year 2025/26	Budget Including Virements 2026/27	Actual YTD 2026/27	Budget Available 2026/27
Guildhall Operating Income				
4200 GH Income - Guildhall Bookings	1,936	2,076	82	1,994
4201 GH Income - Guildhall Refreshments	267	251	41	210
4206 GH Income - Guildhall Photocopying Income	73	4	1	3
Total Guildhall Operating Income	2,275	2,331	125	2,206
Guildhall Operating Expenditure				
6400 GH Rates - Guildhall	10,819	11,136	9,702	1,434
6401 GH Water Rates - Guildhall	954	859	0	859
6402 GH Gas - Guildhall	1,784	5,935	1	5,934
6403 GH Electricity - Guildhall	5,161	6,000	0	6,000
6404 GH Fire, Security Alarm & CCTV - Guildhall	724	1,050	226	824
6408 GH Cleaning Materials & Equipment - Guildhall	1,343	1,438	450	988
6409 GH Boiler Service & Maintenance	117	1,303	0	1,303
6410 GH General Repairs & Maintenance	1,558	2,000	15	1,985
6412 GH Lift Service & Maintenance	3,012	5,156	504	4,652
6413 GH Refreshment Costs - Guildhall	243	254	40	214
6414 GH Equipment - Guildhall	2,836	10,378	278	10,100
6421 GH Annual Keyholding Service	0	184	151	33
Total Operating Expenditure	28,550	45,693	11,367	34,326
Total Guildhall Operating Surplus/ Deficit	(26,275)	(43,362)	(11,242)	(32,120)
Guildhall EMF Expenditure				
6418 GH EMF Legal & Professional Fees	0	2,088	0	2,088
6470 GH EMF Guildhall Maintenance	7,131	40,998	0	40,998
Total Guildhall EMF Expenditure	7,131	43,086	0	43,086
Total Guildhall Expenditure (Operational & EMF)	35,681	88,779	11,367	77,412
Total Guildhall Budget Surplus/ (Deficit)	(33,406)	(86,448)	(11,242)	(75,206)

Key

Spending is on target as predicted at this point in the financial year
 Spending is higher than anticipated and needs to be monitored closely
 Budget is overspent - requires investigation and recommend virement

Services Committee - Maurice Huggins Budget 2026-27

Saltash Town Council

For the 2 months ending 31 May 2026

Account	Prior Year 2025/26	Budget Including Virements 2026/27	Actual YTD 2026/27	Budget Available 2026/27
Maurice Huggins Operating Income				
4207 MA Maurice Huggins Room Income	1,178	1,400	783	617
Total Maurice Huggins Operating Income	1,178	1,400	783	617
Maurice Huggins Operating Expenditure				
7000 MA Rates	429	445	392	53
7001 MA Water Rates	321	454	23	431
7003 MA Electricity	813	1,200	0	1,200
7004 MA Fire & Security Alarm	102	377	117	260
7008 MA Cleaning Materials & Equipment	299	380	44	336
7010 MA General Repairs & Maintenance	143	1,719	0	1,719
7021 MA Annual Keyholding Service	0	184	151	33
Total Maurice Huggins Operating Expenditure	2,106	4,759	727	4,032
Total Maurice Huggins Operating Surplus/ (Deficit)	(929)	(3,359)	56	(3,415)
Maurice Huggins EMF Expenditure				
6472 MA EMF Maurice Huggins Room	0	4,823	0	4,823
7071 MA EMF Maurice Huggins (Furniture & Sundry Items)	0	606	0	606
Total Maurice Huggins EMF Expenditure	0	5,429	0	5,429
Total Maurice Huggins Expenditure (Operational & EMF)	2,106	10,188	727	9,461
Total Maurice Huggins Budget Surplus/ (Deficit)	(929)	(8,788)	56	(8,844)

Key

Spending is on target as predicted at this point in the financial year

Spending is higher than anticipated and needs to be monitored closely

Budget is overspent - requires investigation and recommend virement

To receive a report from the Finance Officer and consider any actions and associated expenditure

Report to:

Policy & Finance Committee

Date of Report:

26 June 2026

Officer Writing the Report:

Finance Officer

Purpose of the report:

To keep Members informed of the Town Council's finances. This enables ongoing monitoring and supports sound financial oversight of public funds.

Officer's Recommendations

1. To ask the members to note the information received in the report below.
2. To approve the HMRC mileage rate from 45 pence per mile to 55 pence per mile in line with NALC guidelines.

Report Summary

1. External Audit - AGAR 2025/26

The AGAR Form 3 was approved at the June Full Town Council meeting and has been submitted to the external auditors on 8 July 2026. They are expected to complete their review and issue the audited AGAR by 30 September 2026

2. HMRC Mileage allowance increase

The HMRC-approved mileage allowance rate has increased from 45 pence per mile to 55 pence per mile with effect from 1st April 2026. This change reflects the rising costs associated with vehicle use, including fuel, maintenance, and

insurance, and is intended to ensure that employees and are fairly reimbursed when using their own vehicles for council business.

The National Association of Local Councils (NALC) has recommended that parish and town councils adopt the updated HMRC mileage rate in full to remain compliant with national guidance and to ensure consistency with sector best practice, see **Appendix A** for reference.

Members are therefore asked to consider the adoption of the new mileage rate to ensure fair reimbursement and alignment with NALC guidance.

Should the members approve the mileage rate increase, there is no requirement to amend the employee contracts or the Employee Handbook as the documents do not refer to specific rates.

Employee Contract states:

Expenses

Any travel, mileage, subsistence expenses incurred by you and approved by the Council will be paid at the agreed NJC rate laid down at the time.

Employee Handbook states:

Business Expenses

We will reimburse you for authorised and legitimate expenditure incurred during the proper performance of your duties e.g. travel, accommodation and other agreed out-of-pocket expenses. You must get approval in advance, fill in an expense claim form and submit valid VAT receipts as appropriate.

The revised rate will have a direct financial impact on the council's travel budgets, details as follow

Budget codes

6681 ST LI Staff Travelling Expenses (Library) – Budget Available £201

6655 ST PF Staff Travelling Expenses (P&F) – Budget Available £702

6675 ST SE Staff Travelling Expenses (Services) – Budget Available £2,157

3. Debtors

Below is a list of the current outstanding invoices at 29 June 2026.

All outstanding invoices have been issued within the current month and reporting in the Less than 1 Month column. The room bookings are for regular customers and there are no concerns regarding payment.

Contact	Invoice Date	Total	Less than 1 Month	1 Month	2 Months & Older	Notes
Cornwall Council	01/06/2026	£434.70	£434.70	£0.00	£0.00	Isambard House room booking May 26 and Oct 26
RPS South West Region	29/06/2026	£35.00	£35.00	£0.00	£0.00	Isambard House room booking July 26
Saltash Probus	17/06/2026	£25.00	£25.00	£0.00	£0.00	Guildhall Chamber room booking June 26 (refreshments)
We Are With You	03/06/2026	£494.40	£494.40	£0.00	£0.00	Maurice Huggins room booking June 2026
TOTAL		£989.10	£989.10	£0.00	£0.00	

4. CIL (Community Infrastructure Levy) Neighbourhood Parish Payments

The table below summarises the CIL income received from Cornwall Council. The total amount received from 2021 to date is £34,264.79.

CIL 4th round for Saltash Waterside Improvement Project has been approved and STC have committed to spend £10k of Neighbourhood Parish Payments. This will leave a budget left to spend of £24,264.79.

Cornwall Council's CIL Officer has confirmed that the funds awarded for April 2026 will not need to be returned if unspent by the five-year deadline. However, they have appropriately requested an update on the anticipated delivery timeline for the project, which has now been provided.

Date Received	Amount Received	Amount Committed CIL 4th round	Balance to Spend	5 Year Deadline	Planning Ref	Planning Address
07/04/2021	£1,395.00	£1,395.00	£0.00	06/04/2026	PA19/09168	Land off 28 Castlemead Drive, Saltash
17/04/2021	£189.06	£189.06	£0.00	16/04/2026	PA20/05475	Land Adjacent To Polmear, Homer Park, Saltash, PL12 6HJ
15/11/2021	£385.99	£385.99	£0.00	14/11/2026	PA19/09772	Old Churchtown Farm Farm Lane St Stephens Saltash Cornwall PL12 4AR
15/11/2021	£840.00	£840.00	£0.00	14/11/2026	PA18/09294	Land On The North Side Of 1 Castle View, St Stephens, Saltash, PL12 4RD
07/10/2022	£2,434.67	£2,434.67	£0.00	06/10/2027	PA21/06948	Land East Of 16 Castle View, St Stephens, PL12 4RD
07/10/2022	£815.63	£815.63	£0.00	06/10/2027	PA21/03745	Land South of Old Churchtown Farm Lane, Stephens, PL12 4AR
19/04/2023	£1,372.84	£1,372.84	£0.00	18/04/2028	PA20/10644	12 Sunningdale Road, St Stephens, Saltash, PL12 4BN
19/04/2023	£2,246.66	£2,246.66	£0.00	18/04/2028	PA22/09842	Land East of 62 St Stephens Road, Saltash, PL12 4BJ
19/04/2023	£943.29	£320.15	£623.14	18/04/2028	PA21/03745	Land South of Old Churchtown Farm Lane, Stephens, PL12 4AR
18/10/2023	£8.82		£8.82	17/10/2028	PA20/10644	12 Sunningdale Road, St Stephens, Saltash, PL12 4BN
18/10/2023	£2,246.66		£2,246.66	17/10/2028	PA22/09842	Land East of 62 St Stephens Road, Saltash, PL12 4BJ
18/04/2024	£341.79		£341.79	17/04/2029	PA21/05336	Land West Of The Stables, Farm Lane, St Stephens, Saltash, PL12 4AR
14/10/2024	£1,034.93		£1,034.93	14/10/2029	PA21/05336	Land West Of The Stables, Farm Lane, St Stephens, Saltash, PL12 4AR
10/04/2025	£3,821.13		£3,821.13	08/04/2030	PA21/05314	118-120 North Road, Saltash, Cornwall, PL12 6BQ
10/04/2025	£746.65		£746.65	08/04/2030	PA23/03710	18 Churchtown Drive, St Stephens, Saltash, Cornwall. PL12 4FB
16/10/2025	£2,908.10		£2,908.10	14/10/2030	PA23/04774	62A St Stephens Road, Saltash, Cornwall. PL12 4BJ
21/04/2026	£11,304.01		£11,304.01	19/04/2031	PA25/02445	Land South Of Lucas Tenement, Broad Lane, Trematon. PL12 4RU
21/04/2026	£245.91		£245.91	19/04/2031	PA25/07609	Yellow Tor Villa, Fairmead Road, Saltash, Cornwall. PL12 4QE
21/04/2026	£983.65		£983.65	19/04/2031	PA25/02068	The Old Mission Hall, Pill Lane, North Pill, Saltash, Cornwall. PL12 6LQ
	£34,264.79	£10,000.00	£24,264.79			

Note: The Town Council have five years from receipt to spend the income on infrastructure projects within the area that meet the criteria set out in CIL Regulation 59C. The relevant dates are provided in the table for reference

Signature of Officer:

Finance Officer



< Resources

Advice notes 08 Jun 2026

TRAVEL – MILEAGE AND FUEL RATES AND ALLOWANCES

This advice note was last updated on 8 June 2026.

HM Revenue & Customs (HMRC) has changed the approved mileage rates for the tax year 2026/27. It is the first change since 2011.



APPROVED MILEAGE RATES FROM TAX YEAR 2026 TO 2027

- Cars and vans — 55p per mile for the first 10,000 business miles in the tax year, then 25p per mile thereafter.
- Motorcycles — 24p per business mile.
- Bicycles — 20p per business mile.

HOW THIS AFFECTS PARISH AND TOWN COUNCILS

This will depend on a few factors:

- If mileage rates are included in the council's policy or someone's contract or terms as "in line with HMRC mileage rates" or words to that effect, then they should automatically be paid the new HMRC rates.
- If it instead specifies the figures, for example, 45 pence per mile, then they will need to be amended through the usual process for amending council policy or an employee's contract.
- NALC's **template contract of employment for parish and town councils** and **model contract of employment** created by WorkNest and endorsed by One Voice Wales and the Society of Local Council Clerks refer to the "National Joint Council for Local Government Services (NJC) rate in force". So anyone whose contract uses that wording is not affected by the change in the HMRC rates. The NJC is not planning to change the rates from those agreed in 2010, as they now recommend using HMRC rates instead.

USEFUL LINKS

- **[GOV.UK - Travel: Mileage and fuel rates and allowances](#)**

To receive a report on insurance claims and consider any actions and associated expenditure

Report to:

Policy & Finance Committee

Date of Report:

26 June 2026

Officer Writing the Report:

Finance Officer

Purpose of the report:

To inform members of any insurance claims made against any of the Town Council insurance policies.

Officer's Recommendations

Members are asked to note the information in the report summary below.

Report Summary

1. Town Council Vehicle

Pursuant to P&F 12 May 2026, minute nr 16/26/27

A small dent was found on the nearside of the Town Council's Ford Transit van (EA14 ZCZ) during a routine check, with the cause unknown. The damage has been reported and a £1,157 + VAT repair quote obtained, with the council liable for a £250 insurance excess.

At the last P&F meeting, the members agreed to defer the matter to a later date to allow the Town Clerk additional time to assess the damage to the vehicle and consider whether it would be appropriate to make an insurance claim.

The Town Clerk has since conducted a further review of the minor dent to the vehicle and has determined there is no need to proceed with an insurance claim.

2. External Claim – Elwell Woods

Saltash Town Council has recently received an email from a third-party solicitor notifying us of a claim against our Zurich Public Liability insurance. The claim

relates to an incident in April 2026 at Elwell Woods, where a member of the public sustained an injury.

The matter has been referred to Zurich Claims, who have acknowledged receipt and have requested relevant documentation from the Council to support the defence.

A further update will be provided at the next P&F Committee meeting.

Signature of Officer:

Finance Officer

CC293 Gleaning Cornwall

Items to note

The grants policy states that

7. Applications that will not be eligible:

The Town Council will not consider applications for or from the following except in exceptional circumstances:

7.5 Projects outside of Saltash

Gleaning Cornwall is a county-wide Community Interest Company (CIC) seeking funding towards essential equipment to support its work across Cornwall, including in Saltash.

The organisation currently supplies surplus food on a weekly basis to the Saltash Community Fridge and Larder, the Community Kitchen, and Saltash Foodbank, providing ongoing support to local residents.

Members are therefore invited to consider whether they wish to contribute, alongside other town councils that benefit from this service, in sharing the cost of this equipment.

Budget

6210 Community Chest

Available: £10,300

No committed spend

Saltash Town Council – Grant Application Form

APPLYING FOR: Community Chest Grant

(Tick one box)

 Festival Fund Grant

DATE APPLICATION SUBMITTED:

Contact Name:	[REDACTED]
Position:	Managing Director
Organisation:	Regenerative Food and Farming
Contact Address:	[REDACTED]
Telephone Number:	[REDACTED]
E-mail:	[REDACTED]
Status of Organisation:	CIC (We have recently set up as a charity but have been working through a CIC called Regenerative Food and Farming since 2021 – which we are using as we don't have a set of accounts or recent bank statement in the Gleaning Cornwall charity name yet).
Charity/Company number (if applicable)	Charity No: (1215626) Company No: 12385557

What geographical area does your organisation cover?	Most of Cornwall and Plymouth, Exeter, Oakhampton & Tavistock.
How long has your organisation been in existence?	Nearly 5 years.

Please note that you may be asked to attend a meeting of the Policy and Finance Committee to answer questions on your application.

1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u>? (Please list – continue on a separate sheet if necessary)				

<p>Please list the aims and objectives of your organisation</p>	<p>We wish to reduce on-farm food waste and help feed people in need, fresh, healthy food.</p>
<p>What are the main activities of your organisation?</p>	<p>Harvesting crops in fields in Cornwall and delivering them to food banks, community larders, community kitchens, refugees, the homeless, etc. On average we help feed 11,000 people most weeks with 7.7 tonnes of produce. In Saltash we supply the community fridge and community kitchen and Saltash food bank.</p>

	Yes / No or N/A
If application is for a School – Is, it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?	N/A
If application is from an education, health or social service establishment – do you work in partnership with other groups?	N/A
If application is from an education, health or social service establishment – is project in addition to statutory services?	N/A

2. Your project

Project	Start Date	01 / 08 / 2026
	Finish Date	01 / 09 / 2026
	Total Cost	£ 259
	Grant Applied For	£ 250

Project title:	Phone for coordinator / social media lead, with good camera
Description of project (please continue on a separate sheet if necessary):	<p>Up until now, the Gleaning Cornwall team have worked on existing and borrowed laptops, ipads and phones. These now need upgrading, replaced or given back! In total we need three laptops and two phone for the coordinator that does our social media. We work a lot from our phones and to have one with a bigger screen and good camera, will make a big difference to our efficiency and quality of images and short films we can communicate with. We are asking other town councils, where we deliver food to, for their support with this, to help spread the load.</p> <p>Please note that we have to find grants to cover our £3,500 monthly costs, but for this, we help feed 11,000 people, nearly every week.</p>

<p>Where will the project/activity take place?</p>	<p>In Cornwall (see map on our website's Home Page - https://gleaningcornwall.org.uk/) but we also feed around 2,000 people a week in Devon now.</p>
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<p>Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)</p>	<p>Within Saltash we feed around 235 people in need, nearly every week. 35 people via the Food Bank and around 200 through Community Enterprises. We also deliver to Millbrook.</p>
<p>What evidence do you have that this project is required? (This might be survey work or statistical evidence)</p>	<p>We are often thanked by recipient organisations who tell us that accessing healthy food is difficult. Many are buying food from wholesalers or cheap supermarkets, to pad out the handouts from supermarkets, which tend to be ultra processed or cheap baked goods. Many can't afford what is available from Fairshare.</p> <p>We also know how much food is wasted in our fields. Around 12-15% of the UK's food waste comes from on-farm, through no fault of the growers. That is the same as food waste coming from transport, processing, hospitality and retail combined. This food all has a carbon footprint.</p> <p>In the letter attached you can see a great deal of evidence relating to the poverty in Cornwall. We ensure all gleaned produce is free not only to recipient organisations but also end users.</p>

<p>What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation Consultation with Community)</p>	<p>WE have had interest in potentially making donations, from a few councillors but none in the SE region.</p>
<p>How will the project be managed and how will you measure its success?</p>	<p>We have sought professional assistance in choosing a suitable laptop, who is also going to add the needed programs. Success will be measured by continually monitoring our impact as a small scheme. We collect data on how much of what produce we glean, how many miles coordinators and volunteers have to travel to both glean and distribute, our carbon footprint, numbers of recipients, who they are etc.</p>
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	<p>We would like to have the computer as soon as possible but if possible, certainly before the busy late summer harvest period starts.</p>
<p>What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people? (Mandatory if your project involves working with this client group.)</p>	<p>All vulnerable people need to glean with a suitable adult. We follow protocol, set out in our Safeguarding policy. We are all trained also.</p>

3. How you will pay for your project.

<p>What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)</p>	<p>A HP 15" Laptop – Intel Core i3, 4GB 128GB, FHP from hp.com. Through hp.cpm it is £259 currently.</p>
<p>How will you promote the contribution to your project from STC?</p>	<p>We can promote it on our social media channels and on the website if wanted.</p>

Saltash Town Council considers Match Funding is extremely important. Please list any applications you have made for funding from other organisations in the table below:

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
St Austell Town Council	£250	Yes	
Truro TC	£250	Yes	

Please confirm the bank account your project is using is in the project's name/organisation name	The Co-operative, Regenerative Food and Farming
---	---

4. Further information enclosed Checklist.

	Enclosed (please tick)
A copy of your organisation's most recent bank statements (mandatory).	Yes
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory).	Yes
A letter head showing the organisation's address and contact details.	Yes
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organisation's status).	Yes
A copy of your organisation's latest set of accounting statements (if any exist).	Yes
Copies of any letters of support for your project.	
If your organisation has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Town Council.	
A copy of your organisations Safeguarding Policy (if relevant).	Yes

Other (please list)	
----------------------------	--

If any of the above documents have not been enclosed, please give reasons why in the box below:

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5. Declaration by the applicant

I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.

I/we declare that, I/we have read the Town Council's Grants Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

I/we confirm that a risk assessment will be completed prior to an event granted funding by the Town Council.

I/we accept the following:

1. that any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered;
2. that any grant offered will be used only for the purposes set out in this application;
3. that we will provide reports on progress at the request of the Town Council;
4. it is a condition of the grant that the support of the Town Council is clearly publicised.
5. that should any grant offered, not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to the Town Council on demand.
6. Saltash Town Council will use successful grant applications to publicise the Community Chest and Festival Fund.

I/we confirm that on completion of the project the following will be provided within one calendar month:

- a report including photographs to the Town Council demonstrating how the grant was used;
- evidence showing how the support of the Town Council was promoted;
- copies of all receipts.

NOTE: You will be notified whether your application has been successful shortly after the relevant Town Council meeting.

Signed:			
Print Name(s):			
Position(s):	MANAGER		
Date:	26 th May, 2026		

Applicants should refer to the Privacy Notice on the Town Council Website www.saltash.gov.uk for details on how we use your data.

COMPLETED FORMS SHOULD BE RETURNED TO:

The Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street,
Saltash PL12 6JX Email: enquiries@saltash.gov.uk

OFFICE USE ONLY:	
Date received	
Received by:	
Application Reference:	
Date to P&F Chairman/Vice Chairman	
Approved to go to Committee	

Committee Date	
Decision/Minute number	
Amount awarded	
Application refused by P&F Chairman or refused by Committee	
Appeal notice issued	
Appeal received	
Approved for Committee	
Decision/Minute number	

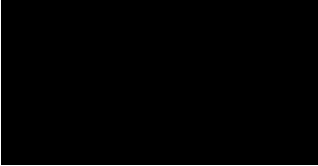
**REGENERATIVE FOOD & FARMING CIC
ANNUAL REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 JANUARY 2025**

**REGENERATIVE FOOD & FARMING CIC
ANNUAL REPORT AND UNAUDITED ACCOUNTS
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Statement of financial position	6
Notes to the accounts	7
Detailed profit and loss account	9

**REGENERATIVE FOOD & FARMING CIC
COMPANY INFORMATION
FOR THE YEAR ENDED 31 JANUARY 2025**

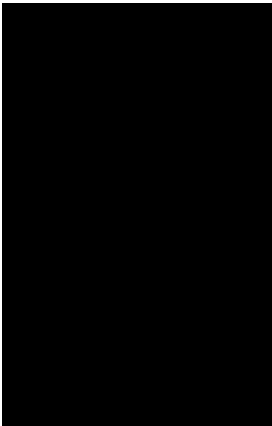
Directors



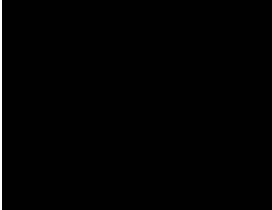
Company Number

12385557 (England and Wales)

Registered Office



Accountants



REGENERATIVE FOOD & FARMING CIC
(COMPANY NO: 12385557 ENGLAND AND WALES)
DIRECTORS' REPORT

The directors present their report and accounts for the year ended 31 January 2025.

Directors

The following directors held office during the whole of the period:



Statement of directors' responsibilities

The directors are responsible for preparing the report and accounts in accordance with applicable law and regulations.

Company law requires the directors to prepare accounts for each financial year. Under that law, the directors have elected to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these accounts, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small company provisions

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

Signed on behalf of the board of directors

.....



Director

Approved by the board on: 17 March 2025

REGENERATIVE FOOD & FARMING CIC
INCOME STATEMENT
FOR THE YEAR ENDED 31 JANUARY 2025

	2025	2024
	£	£
Turnover	4,447	980
Cost of sales	(42,188)	(35,952)
Gross loss	(37,741)	(34,972)
Distribution costs	(3,992)	-
Administrative expenses	(46,359)	(11,971)
Other operating income	114,161	45,717
Operating surplus/(loss)	26,069	(1,226)
Surplus/(loss) on ordinary activities before taxation	26,069	(1,226)
Tax on surplus/(loss) on ordinary activities	-	-
Surplus/(loss) for the financial year	26,069	(1,226)

REGENERATIVE FOOD & FARMING CIC
STATEMENT OF FINANCIAL POSITION
AS AT 31 JANUARY 2025

	Notes	2025 £	2024 £
Fixed assets			
Tangible assets	4	30,581	4,512
Current assets			
Debtors	5	-	252
Cash at bank and in hand		2,899	15,066
		<u>2,899</u>	<u>15,318</u>
Creditors: amounts falling due within one year	6	(3,269)	(15,688)
Net current liabilities		<u>(370)</u>	<u>(370)</u>
Net assets		<u>30,211</u>	<u>4,142</u>
Reserves			
Profit and loss account	7	30,211	4,142
Members' funds		<u>30,211</u>	<u>4,142</u>

For the year ending 31 January 2025 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with the provisions of FRS 102 Section 1A - Small Entities.

The financial statements were approved by the Board of Directors and authorised for issue on 17 March 2025 and were signed on its behalf by


Director

Company Registration No. 12385557

REGENERATIVE FOOD & FARMING CIC
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JANUARY 2025

1 Statutory information

REGENERATIVE FOOD & FARMING CIC is a private company, limited by guarantee, registered in England and Wales, registration number 12385557. The registered office is [REDACTED]

2 Compliance with accounting standards

The accounts have been prepared in accordance with the provisions of FRS 102 Section 1A Small Entities. There were no material departures from that standard.

3 Accounting policies

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year, and also have been consistently applied within the same accounts.

Basis of preparation

The accounts have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets.

Presentation currency

The accounts are presented in £ sterling.

Tangible fixed assets and depreciation

Tangible assets are included at cost less depreciation and impairment. Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives: 20% Reducing Balance.

4 Tangible fixed assets

	Plant & machinery	Motor vehicles	Total
	£	£	£
Cost or valuation			
At 1 February 2024	1,466	5,700	7,166
Additions	4,880	28,835	33,715
At 31 January 2025	6,346	34,535	40,881
Depreciation			
At 1 February 2024	528	2,126	2,654
Charge for the year	1,164	6,482	7,646
At 31 January 2025	1,692	8,608	10,300
Net book value			
At 31 January 2025	4,654	25,927	30,581
At 31 January 2024	938	3,574	4,512

5 Debtors

	2025	2024
	£	£
Amounts falling due within one year		
Accrued income and prepayments	-	252
	-	252

REGENERATIVE FOOD & FARMING CIC
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JANUARY 2025

6 Creditors: amounts falling due within one year

2025

2024

	£	£
Other creditors	435	335
Deferred income	2,834	15,353
	<u>3,269</u>	<u>15,688</u>

7 Company limited by guarantee

The company is limited by guarantee and has no share capital.

Every member of the company undertakes to contribute to the assets of the company, in the event of a winding up, such an amount as may be required not exceeding £1.

8 Average number of employees

During the year the average number of employees was 0 (2024: 0).

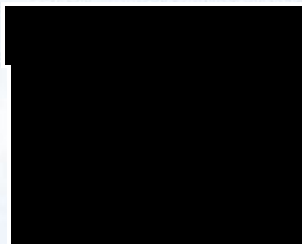
**REGENERATIVE FOOD & FARMING CIC
DETAILED PROFIT AND LOSS ACCOUNT
FOR THE YEAR ENDED 31 JANUARY 2025**

This schedule does not form part of the statutory accounts.

	2025	2024
	£	£
Turnover		
Sales	4,447	980
Cost of sales		
Purchases	1,079	-
Subcontractor costs	40,711	35,203
Other direct costs	398	749
	42,188	35,952
Gross loss	(37,741)	(34,972)
Distribution costs		
Distribution costs	3,992	-
Administrative expenses		
Wages and salaries	22,052	-
Pensions	190	-
Employer's NI	366	-
Staff training and welfare	866	-
Travel and subsistence	142	121
Motor expenses	4,927	5,485
Stationery and printing	435	61
Insurance	1,326	134
Equipment expensed	1,257	1,702
Repairs and maintenance	1,486	-
Depreciation	7,646	1,129
Accountancy fees	435	335
Advertising and PR	5,231	3,004
	46,359	11,971
Other operating income		
Other operating income	114,161	45,717
Operating profit/(loss)	26,069	(1,226)
Profit/(loss) on ordinary activities before taxation	26,069	(1,226)

*phone 03457 213 213

040910 PD0EA03-20260428-06277-004599



39400 C

Charity And Community Bank Account

Summary	Date	Description	Withdrawals	Deposits	Balance
Account title REGEN FOOD & FARMING	27 MAR 26	OPENING BALANCE			11,042.42
	30 MAR 26		12.19		
	30 MAR 26		268.50		10,761.73
	31 MAR 26		30.00		
	31 MAR 26		200.00		10,531.73
	1 APR 26		39.00		
Statement date 27 April 2026	1 APR 26		75.00		10,417.73
	2 APR 26		70.00		
Statement number 74	2 APR 26		50.00		
	2 APR 26		160.98		
Page number 1 of 1	2 APR 26		1,297.50		8,839.25
	7 APR 26		50.00		
Statement opening balance 11,042.42	7 APR 26		94.50		8,694.75
	9 APR 26		50.00		8,644.75
Total withdrawals 5,265.25	10 APR 26		646.87		7,997.88
	13 APR 26		6.40		
Total deposits 0.00	13 APR 26		70.14		
	13 APR 26		85.20		
	13 APR 26		200.00		
Statement closing balance 5,777.17	13 APR 26		200.00		7,436.14
	14 APR 26		156.63		
International Bank Account Number	14 APR 26		1,277.50		6,002.01
GB49 CPBK 0892 9965 9565 13	21 APR 26		74.84		
Bank Identification Code CPBK GB22	21 APR 26		150.00		5,777.17
Statement closing balance					5,777.17

Deposits* into this account are eligible for the Financial Services Compensation Scheme (FSCS). More information can be found overleaf.

*For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk

Abbreviations: S Sub Total (Intermediate Balance) OD Overdrawn Balance ODIS Overdrawn Intermediats Balance NSTF Non Sterling Transaction Fee. Details of overdraft interest rates are shown overleaf. Details of calculations of interest charged are available on request.

The Companies Act 2006

Community Interest Company Limited by Guarantee

Articles of Association¹

of

Regenerative Food & Farming Cornwall C.I.C.

(CIC Limited by Guarantee, Schedule 1, Small Membership)

The Companies Act 2006
Community Interest Company Limited by Guarantee

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is defined as a CIC or charity, a permitted industrial and provident society or non-UK based equivalent.)

Charity Registration Number (if applicable): []

Company Registration Number (if applicable): []

Registered Office: []³

4. Not for profit

4.1 The Company is not established or conducted for private gain: any surplus or assets are used principally for the benefit of the community.

OBJECTS, POWERS AND LIMITATION OF LIABILITY

5. Objects⁴

The objects of the Company are to carry on activities which benefit the community and in particular (without limitation) to farmers, horticulturalists, food producers and local food retailers in Cornwall.]

6. Powers

6.1 To further its objects the Company may do all such lawful things as may further the Company's objects and, in particular, but, without limitation, may borrow or raise and secure the payment of money for any purpose including for the purposes of investment or of raising funds.

7. Liability of members⁵

The liability of each member is limited to £1, being the amount that each member undertakes to contribute to the assets of the Company in the event of its being wound up while he or she is a member or within one year after he or she ceases to be a member, for:

7.1 payment of the Company's debts and liabilities contracted before he or she ceases to be a member;

7.2 payment of the costs, charges and expenses of winding up; and

7.3 adjustment of the rights of the contributories among themselves.

DIRECTORS

DIRECTORS' POWERS AND RESPONSIBILITIES⁶

8. Directors' general authority

Subject to the Articles, the Directors are responsible for the management of the Company's business, for which purpose they may exercise all the powers of the Company.

9. Members' reserve power

- 9.1 The members may, by special resolution, direct the Directors to take, or refrain from taking, specific action.
- 9.2 No such special resolution invalidates anything which the Directors have done before the passing of the resolution.

10. Chair

The Directors may appoint one of their number to be the chair of the Directors for such term of office as they determine and may at any time remove him or her from office.

11. Directors may delegate⁷

- 11.1 Subject to the Articles, the Directors may delegate any of the powers which are conferred on them under the Articles or the implementation of their decisions or day to day management of the affairs of the Company:

- 11.1.1 to such person or committee;

- 11.1.2 by such means (including by power of attorney);

- 11.1.3 to such an extent;

- 11.1.4 in relation to such matters or territories; and

- 11.1.5 on such terms and conditions;

as they think fit.

- 11.2 If the Directors so specify, any such delegation of this power may authorise further delegation of the Directors' powers by any person to whom they are delegated.
- 11.3 The Directors may revoke any delegation in whole or part, or alter its terms and conditions.

DECISION-MAKING BY DIRECTORS

12. Directors to take decisions collectively⁸

Any decision of the Directors must be either a majority decision at a meeting or a decision taken in accordance with Article 18. [In the event of the Company having only one Director, a majority decision is made when that single Director makes a decision.]

13. Calling a Directors' meeting

- 13.1 Two Directors may (and the Secretary, if any, must at the request of two Directors) call a Directors' meeting.
- 13.2 A Directors' meeting must be called by at least seven Clear Days' notice unless either:

- 13.2.1 all the Directors agree; or
- 13.2.2 urgent circumstances require shorter notice.
- 13.3 Notice of Directors' meetings must be given to each Director.
- 13.4 Every notice calling a Directors' meeting must specify:
 - 13.4.1 the place, day and time of the meeting; and
 - 13.4.2 if it is anticipated that Directors participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting.
- 13.5 Notice of Directors' meetings need not be in Writing.
- 13.6 Notice of Directors' meetings may be sent by Electronic Means to an Address provided by the Director for the purpose.

14. Participation in Directors' meetings

- 14.1 Subject to the Articles, Directors participate in a Directors' meeting, or part of a Directors' meeting, when:
 - 14.1.1 the meeting has been called and takes place in accordance with the Articles; and
 - 14.1.2 they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.
- 14.2 In determining whether Directors are participating in a Directors' meeting, it is irrelevant where any Director is or how they communicate with each other.⁹
- 14.3 If all the Directors participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.

15. Quorum for Directors' meetings¹⁰

- 15.1 At a Directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.
- 15.2 The quorum for Directors' meetings may be fixed from time to time by a decision of the Directors, but it must never be less than two, and unless otherwise fixed it is [two].
- 15.3 If the total number of Directors for the time being is less than the quorum required, the Directors must not take any decision other than a decision:
 - 15.3.1 to appoint further Directors; or
 - 15.3.2 to call a general meeting so as to enable the members to appoint further Directors.

16. Chairing of Directors' meetings

The Chair, if any, or in his or her absence another Director nominated by the Directors present shall preside as chair of each Directors' meeting.

17. Decision-making at meetings¹¹

17.1 Questions arising at a Directors' meeting shall be decided by a majority of votes.

17.2 In all proceedings of Directors each Director must not have more than one vote.¹²

17.3 In case of an equality of votes, the Chair shall have a second or casting vote.

18. Decisions without a meeting¹³

18.1 The Directors may take a unanimous decision without a Directors' meeting in accordance with this Article by indicating to each other by any means, including without limitation by Electronic Means, that they share a common view on a matter. Such a decision may, but need not, take the form of a resolution in Writing, copies of which have been signed by each Director or to which each Director has otherwise indicated agreement in Writing.

18.2 A decision which is made in accordance with Article 18.1 shall be as valid and effectual as if it had been passed at a meeting duly convened and held, provided the following conditions are complied with:

18.2.1 approval from each Director must be received by one person being either such person as all the Directors have nominated in advance for that purpose or such other person as volunteers if necessary ("the Recipient"), which person may, for the avoidance of doubt, be one of the Directors;

18.2.2 following receipt of responses from all of the Directors, the Recipient must communicate to all of the Directors by any means whether the resolution has been formally approved by the Directors in accordance with this Article 18.2;

18.2.3 the date of the decision shall be the date of the communication from the Recipient confirming formal approval;

18.2.4 the Recipient must prepare a minute of the decision in accordance with Article 32.

19. Conflicts of interest¹⁴

19.1 Whenever a Director finds himself or herself in a situation that is reasonably likely to give rise to a Conflict of Interest, he or she must declare his or her interest to the Directors unless, or except to the extent that, the other Directors are or ought reasonably to be aware of it already.

19.2 If any question arises as to whether a Director has a Conflict of Interest, the question shall be decided by a majority decision of the other Directors.

- 19.3 Whenever a matter is to be discussed at a meeting or decided in accordance with Article 18 and a Director has a Conflict of Interest in respect of that matter then, subject to Article 20, he or she must:
- 19.3.1 remain only for such part of the meeting as in the view of the other Directors is necessary to inform the debate;
 - 19.3.2 not be counted in the quorum for that part of the meeting; and
 - 19.3.3 withdraw during the vote and have no vote on the matter.
- 19.4 When a Director has a Conflict of Interest which he or she has declared to the Directors, he or she shall not be in breach of his or her duties to the Company by withholding confidential information from the Company if to disclose it would result in a breach of any other duty or obligation of confidence owed by him or her.

20. Directors' power to authorise a conflict of interest

- 20.1 The Directors have power to authorise a Director to be in a position of Conflict of Interest provided:
- 20.1.1 in relation to the decision to authorise a Conflict of Interest, the conflicted Director must comply with Article 19.3;
 - 20.1.2 in authorising a Conflict of Interest, the Directors can decide the manner in which the Conflict of Interest may be dealt with and, for the avoidance of doubt, they can decide that the Director with a Conflict of Interest can participate in a vote on the matter and can be counted in the quorum;
 - 20.1.3 the decision to authorise a Conflict of Interest can impose such terms as the Directors think fit and is subject always to their right to vary or terminate the authorisation.
- 20.2 If a matter, or office, employment or position, has been authorised by the Directors in accordance with Article 20.1 then, even if he or she has been authorised to remain at the meeting by the other Directors, the Director may absent himself or herself from meetings of the Directors at which anything relating to that matter, or that office, employment or position, will or may be discussed.
- 20.3 A Director shall not be accountable to the Company for any benefit which he or she derives from any matter, or from any office, employment or position, which has been authorised by the Directors in accordance with Article 20.1 (subject to any limits or conditions to which such approval was subject).

21. Register of Directors' interests

The Directors shall cause a register of Directors' interests to be kept. A Director must declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the Company or in any transaction or arrangement entered into by the Company which has not previously been declared.

APPOINTMENT AND RETIREMENT OF DIRECTORS¹⁵

22. Methods of appointing Directors

- 22.1 Those persons notified to the Registrar of Companies as the first Directors of the Company shall be the first Directors.
- 22.2 Any person who is willing to act as a Director, and is permitted by law to do so, may be appointed to be a Director by a decision of the Directors.

23. Termination of Director's appointment¹⁶

A person ceases to be a Director as soon as:

- (a) that person ceases to be a Director by virtue of any provision of the Companies Act 2006, or is prohibited from being a Director by law;
- (b) a bankruptcy order is made against that person, or an order is made against that person in individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;
- (c) a composition is made with that person's creditors generally in satisfaction of that person's debts;
- (d) notification is received by the Company from the Director that the Director is resigning from office, and such resignation has taken effect in accordance with its terms (but only if at least two Directors will remain in office when such resignation has taken effect); or
- (e) the Director fails to attend three consecutive meetings of the Directors and the Directors resolve that the Director be removed for this reason.
- (f) the Director ceases to be a member.

24. Directors' remuneration¹⁷

- 24.1 Directors may undertake any services for the Company that the Directors decide.
- 24.2 Directors are entitled to such remuneration as the Directors determine:
- (a) for their services to the Company as Directors; and
 - (b) for any other service which they undertake for the Company.
- 24.3 Subject to the Articles, a Director's remuneration may:
- (a) take any form; and
 - (b) include any arrangements in connection with the payment of a pension, allowance or gratuity, or any death, sickness or disability benefits, to or in respect of that director.

- 24.4 Unless the Directors decide otherwise, Directors' remuneration accrues from day to day.
- 24.5 Unless the Directors decide otherwise, Directors are not accountable to the Company for any remuneration which they receive as Directors or other officers or employees of the Company's subsidiaries or of any other body corporate in which the Company is interested.

25. Directors' expenses

25.1 The Company may pay any reasonable expenses which the Directors properly incur in connection with their attendance at:

- (a) meetings of Directors or committees of Directors;
- (b) general meetings; or
- (c) separate meetings of any class of members or of the holders of any debentures of the Company,

or otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to the Company.

MEMBERS¹⁸

BECOMING AND CEASING TO BE A MEMBER¹⁹

26. Becoming a member²⁰

- 26.1 The subscribers to the Memorandum are the first members of the Company.
- 26.2 Such other persons as are admitted to membership in accordance with the Articles shall be members of the Company.
- 26.3 Each member of the company shall be a Director.
- 26.4 No person shall be admitted a member of the Company unless he or she is approved by the Directors.
- 26.5 Every person who wishes to become a member shall deliver to the company an application for membership in such form (and containing such information) as the Directors require and executed by him or her.

27. Termination of membership²¹

- 27.1 Membership is not transferable to anyone else.
- 27.2 Membership is terminated if:
- 27.2.1 the member dies or ceases to exist;
 - 27.2.2 otherwise in accordance with the Articles; or

27.2.3 a member ceases to be a Director.

DECISION MAKING BY MEMBERS

28. Members' meetings²²

- 28.1 The Directors may call a general meeting at any time.
- 28.2 General meetings must be held in accordance with the provisions regarding such meetings in the Companies Acts.²³
- 28.3 A person who is not a member of the Company shall not have any right to vote at a general meeting of the Company; but this is without prejudice to any right to vote on a resolution affecting the rights attached to a class of the Company's debentures.²⁴
- 28.4 Article 28.3 shall not prevent a person who is a proxy for a member or a duly authorised representative of a member from voting at a general meeting of the Company.

29. Written resolutions

- 29.1 Subject to Article 29.3, a written resolution of the Company passed in accordance with this Article 29 shall have effect as if passed by the Company in general meeting:
- 29.1.1 A written resolution is passed as an ordinary resolution if it is passed by a simple majority of the total voting rights of eligible members.
- 29.1.2 A written resolution is passed as a special resolution if it is passed by members representing not less than 75% of the total voting rights of eligible members. A written resolution is not a special resolution unless it states that it was proposed as a special resolution.
- 29.2 In relation to a resolution proposed as a written resolution of the Company the eligible members are the members who would have been entitled to vote on the resolution on the circulation date of the resolution.
- 29.3 A members' resolution under the Companies Acts removing a Director or an auditor before the expiration of his or her term of office may not be passed as a written resolution.
- 29.4 A copy of the written resolution must be sent to every member together with a statement informing the member how to signify their agreement to the resolution and the date by which the resolution must be passed if it is not to lapse. Communications in relation to written notices shall be sent to the Company's auditors in accordance with the Companies Acts.
- 29.5 A member signifies their agreement to a proposed written resolution when the Company receives from him or her an authenticated Document identifying the resolution to which it relates and indicating his or her agreement to the resolution.
- 29.5.1 If the Document is sent to the Company in Hard Copy Form, it is authenticated if it bears the member's signature.

- 29.5.2 If the Document is sent to the Company by Electronic Means, it is authenticated [if it bears the member's signature] or [if the identity of the member is confirmed in a manner agreed by the Directors] or [if it is accompanied by a statement of the identity of the member and the Company has no reason to doubt the truth of that statement] or [if it is from an email Address notified by the member to the Company for the purposes of receiving Documents or information by Electronic Means].
- 29.6 A written resolution is passed when the required majority of eligible members have signified their agreement to it.
- 29.7 A proposed written resolution lapses if it is not passed within 28 days beginning with the circulation date.

ADMINISTRATIVE ARRANGEMENTS AND MISCELLANEOUS

30. Means of communication to be used

- 30.1 Subject to the Articles, anything sent or supplied by or to the Company under the Articles may be sent or supplied in any way in which the Companies Act 2006 provides for Documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the Company.
- 30.2 Subject to the Articles, any notice or Document to be sent or supplied to a Director in connection with the taking of decisions by Directors may also be sent or supplied by the means by which that Director has asked to be sent or supplied with such notices or Documents for the time being.
- 30.3 A Director may agree with the Company that notices or Documents sent to that Director in a particular way are to be deemed to have been received within an agreed time of their being sent, and for the agreed time to be less than 48 hours.

31. Irregularities

The proceedings at any meeting or on the taking of any poll or the passing of a written resolution or the making of any decision shall not be invalidated by reason of any accidental informality or irregularity (including any accidental omission to give or any non-receipt of notice) or any want of qualification in any of the persons present or voting or by reason of any business being considered which is not referred to in the notice unless a provision of the Companies Acts specifies that such informality, irregularity or want of qualification shall invalidate it.

32. Minutes

- 32.1 The Directors must cause minutes to be made in books kept for the purpose:
- 32.1.1 of all appointments of officers made by the Directors;
- 32.1.2 of all resolutions of the Company and of the Directors (including, without limitation, decisions of the Directors made without a meeting); and

32.1.3 of all proceedings at meetings of the Company and of the Directors, and of committees of Directors, including the names of the Directors present at each such meeting;

and any such minute, if purported to be signed (or in the case of minutes of Directors' meetings signed or authenticated) by the chair of the meeting at which the proceedings were had, or by the chair of the next succeeding meeting, shall, as against any member or Director of the Company, be sufficient evidence of the proceedings.

32.2 The minutes must be kept for at least ten years from the date of the meeting, resolution or decision.

33. Records and accounts²⁵

The Directors shall comply with the requirements of the Companies Acts as to maintaining a members' register, keeping financial records, the audit or examination of accounts and the preparation and transmission to the Registrar of Companies and the Regulator of:

33.1 annual reports;

33.2 annual returns; and

33.3 annual statements of account.

33.4 Except as provided by law or authorised by the Directors or an ordinary resolution of the Company, no person is entitled to inspect any of the Company's accounting or other records or Documents merely by virtue of being a member.

34. Indemnity

34.1 Subject to Article 34.2, a relevant Director of the Company or an associated company may be indemnified out of the Company's assets against:

(a) any liability incurred by that Director in connection with any negligence, default, breach of duty or breach of trust in relation to the Company or an associated company;

(b) any liability incurred by that Director in connection with the activities of the Company or an associated company in its capacity as a trustee of an occupational pension scheme (as defined in section 235(6) of the Companies Act 2006); and

(c) any other liability incurred by that Director as an officer of the Company or an associated company.

34.2 This Article does not authorise any indemnity which would be prohibited or rendered void by any provision of the Companies Acts or by any other provision of law.

34.3 In this Article:

- (a) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate; and
- (b) a “relevant Director” means any Director or former Director of the Company or an associated company.

35. Insurance

35.1 The Directors may decide to purchase and maintain insurance, at the expense of the Company, for the benefit of any relevant Director in respect of any relevant loss.

35.2 In this Article:

- (a) a “relevant Director” means any Director or former Director of the Company or an associated company;
- (b) a “relevant loss” means any loss or liability which has been or may be incurred by a relevant Director in connection with that Director’s duties or powers in relation to the Company, any associated company or any pension fund or employees’ share scheme of the company or associated company; and
- (c) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate.

36. Exclusion of model articles

The relevant model articles for a company limited by guarantee are hereby expressly excluded.

SCHEDULE
INTERPRETATION

Defined terms

1. In the Articles, unless the context requires otherwise, the following terms shall have the following meanings:

<u>Term</u>	Meaning
1.1 “Address”	includes a number or address used for the purposes of sending or receiving Documents by Electronic Means;
1.2 “Articles”	the Company’s articles of association;
1.3 “asset-locked body”	means (i) a community interest company, a charity ²⁶ or a Permitted Industrial and Provident Society; or (ii) a body established outside the United Kingdom that is equivalent to any of those;
1.4 “bankruptcy”	includes individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;
1.5 “Chair”	has the meaning given in Article 10;
1.6 “Circulation Date”	in relation to a written resolution, has the meaning given to it in the Companies Acts;
1.7 “Clear Days”	in relation to the period of a notice, that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect;
1.8 “community”	is to be construed in accordance with accordance with Section 35(5) of the Company’s (Audit) Investigations and Community Enterprise) Act 2004;
1.9 “Companies Acts”	means the Companies Acts (as defined in Section 2 of the Companies Act 2006), in so far as they apply to the Company;
1.10 “Company”	[] [Community Interest Company/C.I.C.];
1.11 “Conflict of Interest”	any direct or indirect interest of a Director (whether personal, by virtue of a duty of loyalty to another organisation or otherwise) that conflicts, or might conflict with the interests of the Company;

1.12	“Director”	a director of the Company, and includes any person occupying the position of director, by whatever name called;
1.13	“Document”	includes, unless otherwise indicated, any document sent or supplied in Electronic Form;
1.14	“Electronic Form” and “Electronic Means”	have the meanings respectively given to them in Section 1168 of the Companies Act 2006;
1.15	“Hard Copy Form”	has the meaning given to it in the Companies Act 2006;
1.16	“Memorandum”	the Company’s memorandum of association;
1.17	“participate”	in relation to a Directors’ meeting, has the meaning given in Article 14;
1.18	“Permitted Industrial and Provident Society”	an industrial and provident society which has a restriction on the use of its assets in accordance with Regulation 4 of the Community Benefit Societies (Restriction on Use of Assets) Regulations 2006 or Regulation 4 of the Community Benefit Societies (Restriction on Use of Assets) Regulations (Northern Ireland) 2006;
1.19	“the Regulator”	means the Regulator of Community Interest Companies;
1.20	“Secretary”	the secretary of the Company (if any);
1.21	“specified”	means specified in the memorandum or articles of association of the Company for the purposes of this paragraph;
1.22	“subsidiary”	has the meaning given in section 1159 of the Companies Act 2006;
1.23	“transfer”	includes every description of disposition, payment, release or distribution, and the creation or extinction of an estate or interest in, or right over, any property; and
1.24	“Writing”	the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in Electronic Form or otherwise.

2. **Subject to clause 3** of this Schedule, any reference in the Articles to an enactment includes a reference to that enactment as re-enacted or amended from time to time and to any subordinate legislation made under it.
3. Unless the context otherwise requires, other words or expressions contained in these Articles bear the same meaning as in the Companies Acts as in force on the date when these Articles become binding on the Company.

¹ On articles of association generally, see [Part 5] of the Regulator’s information and guidance notes. If you are an existing company wishing to become a community interest company, there is no need to adopt completely new articles, but you must comply with the requirements of the Community Interest Company Regulations 2005 (as amended) (“the Regulations”) by including the provisions set out in Schedule 1 to the Regulations in the articles of your company.

² See [Part 6] of the Regulator’s information and guidance notes. Inclusion of the provisions contained in article 3.1 to 3.3 is mandatory, reflecting sub-paragraphs (1) to (3) of paragraph 1 of Schedule 1 to the Regulations

³ See regulation 23 of the Regulations and [Parts 6 and 10] of the Regulator’s information and guidance notes. If the company does not specify that the remaining residual assets are to be transferred to a particular Asset Locked Body, an appropriate recipient will be chosen by the Regulator, in consultation with the company’s directors and members.

⁴ On the specification of the company’s objects, see [Part 5] of the Regulator’s information and guidance notes

⁵ On limited liability, see [Part 3] of the Regulator’s information and guidance notes. On guarantees generally see [Chapter 3.2] of the Regulator’s information and guidance notes.

⁶ Note that although this model constitution assumes that all Directors are Members and all Members are Directors, and the Directors are given wide powers, under the Articles (and company law more generally) there are still some decisions which Members must make as Members (either in general meeting under the Companies Act 2006 (article 28.2), or by written resolution in accordance with article 29). [See in general the Companies House guidance booklet, “Resolutions” (available online at <http://www.companieshouse.gov.uk/about/gbhtml/gba7.shtml>).].

⁷ Article 11 permits the Directors to delegate any of their functions. Delegation may take the form of, for instance, the Directors giving a managing director general authority to run the company’s day to day business, or responsibility for specific matters being delegated to particular directors (e.g. financial matters to a finance director); or it may be equally appropriate to delegate matters to persons other than Directors. In all cases, it is important to remember that delegation does not absolve Directors of their general duties towards the company and their overall responsibility for its management. This means that, amongst other things, Directors must be satisfied that those to whom responsibilities are delegated are competent to carry them out.

⁸ Article 12 states that the Directors must make decisions by majority at a meeting in accordance with article 14; or unanimously if taken in accordance with article 18.

⁹ Article 14.2 is designed to facilitate the taking of decisions by the directors communicating via telephone or video conference calls. Note the requirement to keep a written record of meetings and decisions (article 32).

¹⁰ The quorum may be fixed in absolute terms (e.g. “two Directors”) or as a proportion of the total number of Directors (e.g. “one third of the total number of Directors”). You may even wish to stipulate that particular named Directors, or Directors representing particular stakeholder interests, must be present to constitute a quorum.

¹¹ Article 17 reflects paragraph 4 of Schedule 1 to the Regulations, which is required to be included in the articles of all community interest companies.

¹² You may wish to include a provision which gives the chair of the board a casting vote. This will enable the directors to resolve any deadlock at board level.

¹³ Article 18 is designed to facilitate the taking of decisions by directors following discussions in the form of, for example, email exchanges copied to all the directors. Note the requirements as to recording the decision in articles 18.2 and 32.

¹⁴ The provisions in articles 19 and 20 reflect the position under the Companies Act 2006. However, it is recommended that, as a matter of good practice, all actual and potential conflicts of interest are disclosed in writing or at a meeting, as the case may be.

¹⁵ Private companies are obliged to have at least one director. Provisions can be inserted into the articles providing for a minimum number of directors. Where the company has just one director, that director must be a natural person. Article 12 notes that, where there is only one director, a majority decision is reached when that director makes a decision. In the case of a single director, the quorum provisions (article 15) will need to be amended accordingly.

¹⁶ The board of directors cannot remove a director other than in accordance with the provisions in article 23 and the Companies Act 2006.

¹⁷ See the guidance on directors’ remuneration in [Part 9] of the Regulator’s information and guidance notes.

¹⁸ See section 112 of the Companies Act 2006. A company’s members are (i) the subscribers to its memorandum; and (ii) every other person who agrees to become a member of the company and whose name is entered in its register of members.

¹⁹ There is no need for all those who wish to become Members to subscribe to the Memorandum on incorporation; they can become Members and be entered in the register of Members after the company has been

formed. However, since this model constitution assumes that all Members are also Directors, all Members will also have to be validly appointed as Directors under article 22.

²⁰ Inclusion of the provisions in article 26 (other than 26.3) is mandatory and reflects paragraphs 2(1)-(4) of Schedule 1 to the Regulations. [Directors should ensure that the information to be included on an application form includes all the information which will be required to fill in Companies House Form [288a] on the appointment of the new Member as a Director (see:

<http://www.companieshouse.gov.uk/forms/generalForms/288A.pdf>.)] Article 26.3 provides that the Directors are also members of the company.

²¹ Inclusion of the provisions of article 27.1 and 27.2.1 – 27.2.2 (reflecting sub-paragraphs (5) and (6) of paragraph 2 of Schedule 1 to the Regulations), is mandatory.

²² The Companies Act 2006 has removed the need for private companies to hold annual general meetings and therefore these Articles follow suit; however, if you wish, you can insert an additional provision which obliges the company to hold annual general meetings.

²³ Article 28.2 provides that general meetings must be held in accordance with the provisions of the Companies Act 2006. You may insert additional provisions that specify how many Members are required to be present to hold a valid general meeting. The quorum may be fixed in absolute terms (e.g. “four Members”) or as a proportion of the total number of Members (e.g. “three quarters of the Members from time to time”). You may even wish to stipulate that particular named Members, or Members representing particular stakeholder interests, must be present to constitute a quorum. In any event, it is recommended that the quorum should never be less than half of the total number of Members.

²⁴ Inclusion of the provisions of article 28.3 (reflecting paragraph 3(1) of Schedule 1 to the Regulations) is mandatory.

²⁵ See the Companies House guidance booklet, “Accounts and Accounting Reference Dates” (available online at <http://www.companies-house.gov.uk/about/gbhtml/gba3.shtml>.)] On the annual community interest company report, see [Part 8] of the Regulator’s information and guidance notes.

²⁶ Section 1(1) of the Charities Act 2006 defines “charity” as an institution which “is established for charitable purposes only, and falls to be subject to the control of the High Court in the exercise of its jurisdiction with respect to charities.”.



Safeguarding Policy & Procedures for Children, Young People and Adults (May 2025)

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1. An Introduction to Safeguarding

Definition of safeguard: "...to protect from harm or damage with an appropriate measure..."

As per legislation around safeguarding, all community sector organisations have responsibilities to safeguard the rights and welfare of any child, young person and adult who accesses their services. All aspects of safeguarding need to be considered:

- the organisation must work in line with current legislation and guidance
- safe work practises used and risk assessing situations
- all staff and volunteers must be diligent, proportionate and report any concerns.

Children

The **United Nations Convention on the Rights of the Child (UNCRC)** defines a child as everyone under 18 unless, "under the law applicable to the child, majority is attained earlier".

The term 'child' means any person under the age of 18 years, or 16 years, if married. Child protection guidance refers to anyone under the age of 18.

"In England a child is defined as anyone who has not yet reached their 18th birthday. Child protection guidance points out that even if a child has reached 16 years of age and is:

- living independently
- in further education
- a member of the armed forces
- in hospital; or
- in custody in the secure estate

...they are still legally children and should be given the same protection and entitlements as any other child" (Department for Education, 2018a). NSPCC, 2020

Definition of abuse

"A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children." Source: **Working Together to Safeguard Children 2018**

Adults

Definition of Adult at risk

An adult at risk is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This **may** include a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Has had adverse childhood and/or adulthood experiences
- Is a substance misuser or recovering user
- Is homeless

Safeguarding duties apply to an adult who:

- has needs for care and support whether or not the Local Authority is meeting any of those needs, and
- is experiencing, or is at risk of, abuse or neglect and
- as a result of those care and support needs, they are unable to protect themselves from either the risk of or the experience of abuse or neglect. (Care Act guidance 14:2)

‘...Abuse is a violation of an individual’s human and civil rights by another person or persons. This could be a single act or repeated over time and may be deliberate or happen by mistake. The individual may not fully understand the consequences of what is happening to them...’ Source: **No Secrets, 2000.**

2. Purpose of the policy

This policy sets out the approach that Regenerative Food and Farming will take to safeguard the welfare of every child, young person or adult who access our various services, our staff and volunteers who deliver the services or those who we encounter in the local community on a daily basis.

3. Policy Statement

Regenerative Food and Farming recognises that, when working with children, young people and adults, it is the individual’s welfare that is paramount, and our overriding aim is to conduct our activities in a way which will keep them safe from harm, exploitation and uphold their rights

Regenerative Food and Farming believes that everyone has the fundamental right to live free from the fear of abuse or harm in society and the world at large. Everyone should be encouraged to be an active member within their local community and be

able to receive appropriate support and/or contribute to the appropriate support to others in said community. Everyone should be encouraged to recognise that we all have a duty of care to each other as human beings. Everyone should be able to live without being affected by poverty, in any or all of its forms; either the physical trappings of poverty which have long-term impacts on physical and mental wellbeing, or the social stigma and judgement of others.

4. Legislation

Regenerative Food and Farming will uphold the rights of everyone as prescribed in the following acts of parliament. This list is not exhaustive and will change as legislation changes.

The Adoption and Children Act (2002), made the welfare of the child the paramount consideration for courts and adoption agencies in all decisions relating to adoption, including in deciding whether to dispense with a birth parent's consent to adoption. It provides a welfare checklist which must be applied by the court and adoption agencies.

The Care Act (2014) made provisions for safeguarding adults at risk by outlining the legal responsibilities when protecting adults at risk. It sets out that local authorities have the primary responsibility and must work in partnership with health and care organisations.

The Care Standards Act (2000), was introduced to regulate, and ensure that agencies/ providers were competent in their duty of care, and to develop a level playing field for all service providers of social care. The standards are built on five principles; dignity and respect, compassion, be included, responsive care and support and wellbeing.

The Charities Act (2011) consolidated the bulk of the Charities Act 2006, outstanding provisions of the Charities Act 1993, and various other enactments. This act helped to clarify those charities who should work for the “**public benefit**”.

The Children & Families Act (2014) demonstrated a commitment to improve services for children at risk and support strong families. The act reforms the systems for adoption, looked-after children, family justice and special educational needs.

The Children's Act (1989) specified that more than one person can have parental responsibility, although they can act alone in decision making for the child. If a child does not have anyone to care for them with parental responsibility, a guardian can be appointed by the court.

The Children's Act (2004) a development from the Children Act (1989), reinforced that all people and organisations working with children have a responsibility to help safeguard **children** and promote their welfare.

The Childcare Act (2006) set out the following legal duties: local authorities are required to ensure sufficient childcare; local authorities are required to provide information to parents and families; agencies are required to work together and integrate services.

The Counter-Terrorism & Security Act (2015) received Royal Assent on 12 February 2015. Among other provisions, the act places the Prevent programme on a statutory footing. Prevent is one of four strands of the government's counter-terrorism strategy, and aims to stop people becoming terrorists or supporting terrorism.

The Data Protection Act (2018) and GDPR Principles Everyone responsible for using personal data has to follow strict rules called 'data protection principles'. They must make sure the information is: used fairly, lawfully and transparently.

Education Act (2002) introduced the requirement of safeguarding children and young people from abuse or neglect. It sets out the roles and responsibilities of teachers and those with delegated responsibility for child protection. This Act was created in response to the UK's adoption of the Human Rights Act 1989 & 1998.

The Equality Act (2010) defined nine “**protected characteristics**” (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, ethnicity, religion or belief, sex, sexual orientation). When assessing whether a person is at risk, there can't be any discrimination based around these characteristics – all choices, assessments, and decisions must be consistent.

General Data Protection Regulation (2018) placed duties on organisations and individuals to process personal information fairly and lawfully; they are not a barrier to sharing information, where the failure to do so would cause the safety or well-being of a child to be compromised.

The Health and Social Care (Safety and Quality) Act (2015) was made to improve safety and quality of care. Among the measures introduced by the act is a duty on health and adult social care providers to share information about a person's care with other health and care professionals.

Human Rights Act (1989) protects all of us from having our human rights taken away by the state. It means that public authorities have a legal obligation to uphold our human rights.

Human Rights Act (1998). This piece of legislation outlining everyone's basic rights in law. Regarding safeguarding adults at risk, there are 5 articles that are of particular note: article 2 protects the right to life; article 3 affords freedom from degrading and inhumane treatment; article 4 prohibits slavery and forced labour; article 5 enshrines the right to liberty and security; article 8 guarantees the right to a private life, family life, and a home life. A person is able to seek legal recourse or have someone go through the law on their behalf if these rights are violated.

Mental Capacity Act (2005) applies to everyone involved in the care, treatment and support of people aged 16 and over living in England and Wales who are unable to

make all or some decisions for themselves. The act is designed to protect and restore power to those people at risk who lack capacity.

Mental Health Act (1983) was guided by 5 principles for how patients with mental health issues should be treated: least restrictive option and maximising independence, empowerment and involvement, respect and dignity, purpose and effectiveness, efficiency, and equity. In certain conditions, health professionals were now given the power to detain, assess and treat people with mental disorders in the interests of their health and safety or for public safety.

Mental Health Act (2007), broadens the group of practitioners who can take on the functions currently performed by the approved social worker and responsible medical officer. The new role of responsible clinician can be undertaken by a number of qualified **mental health** professionals with the appropriate skills and training.

Modern Slavery Act (2015) introduced a number of measures to combat slavery and human trafficking. In addition to creating new criminal offences, powers of enforcement and measures to protect victims, it introduces requirements intended to eliminate slavery and trafficking in global supply chains.

NHS and Community Care Act (1990) required local authorities to carry out assessments of people who 'appear to be in need' of community care services and to arrange packages of care.

The Police Act (1997) safeguards adults at risk if they are substantially dependent on others in performing basic functions or their ability to communicate with those providing their services. The vetting and barring scheme (originally known as CRB and now known as DBS) will help employers to check on an individual's suitability to work with people at risk.

Public Interest Disclosure Act (1998) provides protection to "workers" making disclosures in the public interest and allows such individuals to claim compensation for victimisation following such disclosures.

Rehabilitation of Offenders Act (1974) was introduced in order to protect individuals who are convicted of minor, one-time offences from future discrimination. The act enables certain convictions to become 'spent', or ignored, after a 'rehabilitation period'.

Safeguarding Vulnerable Groups Act (2006), ensured unsuitable people with a history of abusive behaviours do not work with adults at risk. People who have a criminal history of abuse and exploitation are placed on a list that is checked when anyone applies for a job with adults at risk.

Serious Crime Act (2015) built on the current criminal and civil law to ensure that the National Crime Agency, the police and other law enforcement agencies can continue effectively and relentlessly to pursue, disrupt and bring to justice serious and organised criminals. There are provisions to strengthen the protection of children at risk and others (including to tackle female genital mutilation and domestic abuse) as well as provisions to tighten prison security and to guard against the threat of terrorism posed by returning "foreign fighters".

Sexual Offences Act (2003), redefined definitions of many sexual offences. It defines "consent" and "sexual" and sets out evidential and conclusive presumptions about consent. Amongst other provisions, the act makes it an offence for those engaged in providing care, assistance or services to someone with a learning disability or mental disorder to engage in sexual activity with that person whether or not that person has the capacity to consent.

NOTE: The legislation summaries above are basic and merely intended as a brief introduction to the legislation. For a full detailed look at the above legislations, we refer readers to <https://www.legislation.gov.uk/> .

5. Guidance

Regenerative Food and Farming CIC also relies on the following guidance for best practice:

Care Act (2014) Statutory guidance on Care and Support

Changes to Female Genital Mutilation Act (FGM) 2003 arising from the Serious Crime Act (2015) inserted new section 3A into the **2003 Act**; which created a new offence of failing to protect a girl from **FGM**.

Information Sharing (2018) is non-statutory and has been produced to support practitioners in the decisions they take to share information, which reduces the risk of harm to children and young people and promotes their well-being.

Keeping Children Safe in Education (2018) set out the legal duties to safeguard and promote the welfare of children and young people under the age of 18 in schools and colleges.

No Secrets (2020) provides guidance on developing and implementing multi-agency policies and procedures to protect adults at risk from abuse.

Professional Boundaries – Guidance for Social Workers (2009) General Social Care Council define and prescribe professional boundaries standards for social workers in the UK.

What To Do If You Are Worried A Child Is Being Abused (2015), is non-statutory, and has been produced to help practitioners identify child abuse and neglect and take appropriate action in response.

Working Together to Safeguard Children (2018), the statutory guidance on how organisations and individuals should work together to safeguard children.

6. Regenerative Food and Farming, incorporating Gleaning Cornwall's responsibilities

General Principles

1. The safety of every child, young person and adult is paramount. Regenerative Food and Farming will create a culture where children and young people are valued and their right to safety and respect is upheld.
2. Regenerative Food and Farming staff and volunteers must be vigilant when executing our duties with relation to Safeguarding.
3. All children and adults, regardless of the nine protected characteristics age, disability, gender, gender identity, marriage & civil partnership, maternity & paternity, race, religion and sexual identity can exercise their right to protection from harm or abuse when working with Regenerative Food and Farming.
4. All potential Safeguarding concerns and allegations will be taken seriously and responded to swiftly and appropriately.
5. Regenerative Food and Farming has a safe recruitment process for staff and volunteers which adheres to best practice.
6. Staff undertake risk management of programmes and undertake individual risk assessments for activities and specific cases.
7. Regenerative Food and Farming will work responsively and appropriately with other agencies to safeguard children, young people and adults. We are committed to adhering to best practice with regards to all aspects of Safeguarding matters in this policy.

General Responsibilities

All staff and volunteers are required to work within Regenerative Food and Farming's **Code of Conduct** and follow our **Professional Boundaries Policy** and guidance designed to safeguard children, young people and adults from harm and follow the procedures in reporting concerns.

All staff and volunteers are expected to be able to:

- Understand and follow safe, appropriate practice when carrying out their duties and follow our **Lone Worker Policy and Procedures** and the **Data Protection Policy and Procedures**.

- Recognise signs of abuse, neglect and other safeguarding concerns.
- Respond appropriately to a disclosure.
- All staff and volunteers understand that once they have reported the concern to the Regenerative Food and Farming's coordinator lead, manager or director, they will not be expected to investigate further or make any decisions about the next steps.
- Respond appropriately to allegations against staff or volunteers, other adults and against themselves.
- Not share details of any suspicions or allegations of safeguarding issues with family or friends or anyone outside the organisation.

Staff and volunteers should always have access to a copy of the company procedures and specifically contact details for our Designated Safeguarding (DSM- currently Holly Whitelaw) while fulfilling their duties for Regenerative Food and Farming.

All staff and volunteers should be clear on the professional boundaries of their roles. Becoming too involved with or supportive of an individual can be counterproductive for that person and can lead to accusations of improper behaviour. To avoid this, staff and volunteers should always discuss situations with their line managers wherever they are being asked or encouraged to go beyond the general scope of services offered by Regenerative Food and Farming.

The responsibility of responding to, and investigating referrals for situations where children, young people or adults are thought to have experienced abuse or neglect or may be at risk of abuse lies with the Police and the relevant Local Authority.

As per guidance from the NSPCC: "...Professionals who fail to report cases of abuse or neglect may not currently face criminal penalties for non-reporting; however, they may be subject to professional disciplinary proceedings or held to account through Serious Case Review reports or professional negligence cases..."

Support

Regenerative Food and Farming recognise that involvement in situations where there is risk or actual harm, or a serious disclosure has been made, can be stressful for staff and volunteers concerned. Regenerative Food and Farming will offer appropriate support to enable the staff member or volunteer to be able to move on from the incident without being negatively impacted by guilt or anxiety, finding closure in the process.

The mechanisms in place to support staff include:

- Feedback from the DSM so they know the report has been acted upon.
- Debriefing support from our DSM for staff and volunteers so that they can safely reflect on the issues they have dealt with.
- Seeking further support as appropriate e.g., access to counselling.
- Staff who have initiated protection concerns will be contacted by the DSO within one week.

Where the case involves a member of staff or volunteer from Regenerative Food and Farming, the impact could be wider than just the person reporting it and support may be needed by a wider group of colleagues. Managers should always respond sympathetically to any request for support from staff or volunteers but should also be proactive in offering it and not necessarily wait for it to be requested.

Professional Boundaries guidance for when a child, young person or adult wants to confide in you.

Do:

- Listen carefully. Let them tell their own story. Clarify details where you need to (using **T.E.D.** questions. **T**ell me. **E**xplain to me. **D**escribe).
- Take what they are trying to tell you very seriously, they are saying it for a reason.
- Reassure them that they are doing the right thing by talking about what has happened.
- Try to remain calm and do not show too much emotion.
- Explain, where appropriate, what you need to do next.

Don't

- Promise you can keep it a secret, this must be reported.
- Make a judgement on your own about whether the child or adult is telling the truth.
- Interrupt or jump to conclusions.
- Ask leading or suggestive questions.

- Ask them to repeat the information to someone else.
- Ask to see marks/bruises that will involve them removing any clothing.
- Say it will be ok - it might not be for that child, young person or adult.

Five suggested things to tell a child, young person or adult who decides to confide in you:

- “What you are saying is important and I will treat it as such”
- “It’s not your fault”
- “I’m glad you were able to talk to someone.”
- “I will help you as best I can”
- “This is so important I need to talk to someone about it.”

Make careful records of what was said as soon as possible, but not in front of them, as this could deter them from making a full and frank disclosure.

Record verbatim what was said by both of you, where it took place, who else was present and the demeanour of the person.

The reporting areas to cover are as follows:

- Name of child, young person or adult
- Parent/guardian/carer details and other people at home, if known
- Child, young person or adult’s address or known locations
- Relevant telephone numbers you may know
- What is said to have happened or what was seen?
- When did it occur and where? Who else was on the scene?
- What was said by those involved?
- Whether there is any actual evidence e.g. bruising, bleeding, changed behaviour
- Who has been told about it?

- Was the person able to say what had happened?
- Were you able to ask for consent to share (if appropriate)?

For adults only:

- It is very important to ask: what would they like to happen?

With adults there is an assumption that you have informed consent from the person or guardian/carer. If this is not acquired, you may need to explain why you believe the person does not have the mental capacity to have understood the concern. In the case of an adult, it is essential to ask what they would like to happen with the referral.

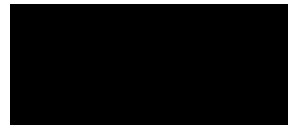
Reporting procedures

Procedure when there is a concern: Abuse suspected.

1. Contact the Designated Safeguarding Manager/Officers of Regenerative Food and Framing

Staff and volunteers must refer all child, young person or adult safeguarding concerns to our Designated Safeguarding Manager / Officers

Designated Safeguarding Manager:



Designated Safeguarding Officer:

The DSM/DSO will contact the appropriate agency:

MARU for children and young person concerns 0300 123 1116

Adult Safeguarding Triage Team for adult concerns 01872 326 433

Access Team for advice & all self-neglect concerns 0300 1234 131

2. The appropriate course of action may vary according to the situation:

If **injury** is apparent:

- For **urgent** medical assistance phone 999
- For **non-urgent** medical advice phone 111

If **crime** is suspected

- If a crime is suspected the police must be informed. Contact the emergency services on 999 (or 101 if not at immediate risk)

In summary: In all cases, contact the DSM. Action must always be taken as soon as possible as delay can put a child, young person or adult in serious danger.

The DSM will update the Senior Management Team for discussion and learning opportunities.

Procedure if abuse is disclosed to you.

1. Is medical attention required?

Wherever there is need for medical attention this should be the first priority and 999 contacted.

If medical attention is needed the child, young person or adult should be taken to the nearest casualty department, or an ambulance called, and the situation explained to the medical staff.

Confirm that the medical staff agree to contact the relevant Safeguarding Authorities and give your name and contact telephone number to pass on.

2. Complete our **Safeguarding Concern Form** as soon as you can, and pass it to the DSM/DSO.

3. Update the Designated Safeguarding Manager/Designated Safeguarding Officers of Regen F&F / Gleaning Cornwall

Designated Safeguarding Managers:
(Contact: gleaningcornwall@gmail.com / 0

Designated Safeguarding Officers:
(Contact midcornwallgleaning@gmail.com

4. The DSM/DSO will update the Senior Management Team for discussion and learning opportunities.

What the DSO will do if abuse is suspected or disclosed

Phone call from staff/volunteer to Designated Safeguarding Officer

1. The DSO will ring for advice or referral:

MARU for children and young person concerns 0300 123 1116

Adult Safeguarding Triage Team for adult concerns 01872 326 433

Access Team for advice & all self-neglect concerns 0300 1234 131

(During Out of Hours, the DSM/DSO will ring the Social Services OOH 01208 251 300)

2. When the **Safeguarding Concern form** is received the DSO will complete, with you, the relevant inter-agency form and send it to MARU or Adult Safeguarding Triage Team
3. The original is retained by the DSO in a locked filing cabinet or in a secure area of the Google drive.

Allegation against a staff member or volunteer

Guidance

What to do if the person suspected of abuse is a member of staff or volunteer, a Director or a Designated Safeguarding Manager / Officer within Regenerative Food and Farming.

Regenerative Food and Farming has a separate **Whistleblowing Policy** to refer to.

Wherever allegations are made against a staff member or volunteer, these **must** remain confidential (notwithstanding, the possible need to question staff or volunteers as part of the investigation process) to ensure the person is not adversely affected should the allegations not be upheld.

Procedure for an allegation made against a member of staff or volunteer

Member of staff/volunteer suspected of abuse

1. Concern reported to the Designated Safeguarding Manager / Officer.
2. DSM / DSO reports to LADO 01872 326536
or Adult Safeguarding Triage Team for advice 01872 326433

3. Appropriate Local Authority Officers will then advise on any appropriate action as well as when and if the staff member or volunteer concerned is to be informed.
4. If abuse is established, this may also lead to a referral to the Disclosure and Barring Service.
5. The DSO/DSM will record relevant details in the Safeguarding Incident log.

Designated Safeguarding Manager / Officer suspected of abuse

1. Concern reported to another member of the DSM / DSO team.
2. Other DSO/DSM to update our Board of Directors. (If a DSM suspected of abuse, report directly to [REDACTED] who acts as a secondary DSM)
3. One of the other DSM / DSO reports to LADO 01872 326536 or Adult Safeguarding Triage Team 01872 326433
4. Appropriate Local Authority Officers will then advise on any appropriate action as well as when and if the DSO concerned is to be informed.
5. If abuse is established this may also lead to a referral to the Disclosure and Barring Service
6. The DSO/DSM will update the Senior Administrator of R for recording purposes in the Safeguarding Incident log.

A Director or Coordinator is suspected of abuse

1. Concern reported to the relevant Safeguarding Manager/Officers
2. DSM / DSO reports to LADO 01872 326536 or Adult Safeguarding Triage Team 01872 326433
3. Appropriate Local Authority Officers will then advise on any appropriate action as well as when and if the trustee concerned is to be informed
4. If abuse is established this may also lead to a referral to the Disclosure and Barring Service.
5. The DSO/DSM will update the Safeguarding Incident log.

Specific job roles within Regenerative Food and Farming which have enhanced responsibilities for Safeguarding

Whilst recognising that all staff and volunteers have safeguarding responsibilities under this policy, we have identified that certain roles within Regenerative Food and Farming have additional or enhanced responsibilities as follows:

Directors are responsible for ensuring the effective implementation of the Safeguarding Policy approved by the Board, in line with current legislation. They should ensure that robust, appropriate and diligent practises regarding safeguarding are embedded throughout the organisation's culture and activities. They should encourage discussion and reflection on matters relating to all aspects of the Safeguarding Policy at Directors meetings. They should foster a culture of vigilance and resilience when it comes to safeguarding issues so that staff and volunteers feel able to deal with raising any concerns or issues they might have.

Managers must assess any risks to Regenerative Food and Farming, the staff, the volunteers and the public, adhering to best practice on safeguarding inherent in the projects and services they are responsible for and ensure staff and volunteers deployed are appropriately trained and supported to deal with those risks. Safeguarding issues should be discussed regularly at team meetings and in individual appraisals.

Designated Safeguarding Manager (DSM) and Designated Safeguarding Officers (DSO) Regenerative Food and Farming have appointed a Designated Safeguarding Manager who has the support of two Designated Safeguarding Officers.

This team will be responsible for ensuring best practice on a day-to-day basis, observing, monitoring and reporting back to the Senior Management team on all matters relating to safeguarding issues that arise to see if there are any learning opportunities to be made so that our procedures and policies can be modified to ensure best practice at all times.

The DSM (with support by the DSOs) will:

- manage and oversee individual cases
- manage and collate our safeguarding reporting records
- provide advice and guidance
- liaise with police and others about case progress
- be notified of suspensions, resignations or sackings where the employee posed a risk of harm.

Duties of the Designated Safeguarding Manager

- Be available to receive and give advice and support to all staff, volunteers and clients within the organisation on all matters pertaining to children, young people and adults' issues.
- To be the point of contact for any report of concerns, disclosures or allegations in the case of children, young people to the Local Authority via MARU, and for Adults the Safeguarding Triage Team or Access Team.
- To be the point of contact for any report of concerns or allegations in the case of staff and volunteers (or potential volunteers) to the Local Authority Designated Officer for children (LADO) or the Adult Triage Team, and report as quickly as possible the full facts to the Directors, as per the Child, Young People and Adults Safeguarding Policy and Procedures.
- To be the point of contact for any report of concerns or allegations in the case of partner agencies and clients to the Local Authority Designated Officer for children (LADO) or the Adult Triage Team.
- To regularly review the Child, Young People and Adults Safeguarding Policy and Procedures and consult with the Local Authority Safeguarding leads for Children and Adults as appropriate, forwarding recommendations to the Board.
- The Designated Safeguarding Manager will arrange internal awareness and update sessions for staff and volunteers of Regenerative Food and Farming.

Duties of the Designated Safeguarding Officers

- To support the DSM
- To report all safeguarding issues that have been raised to the Designated Safeguarding Manager for guidance.
- To receive completed Safeguarding Concern forms from members of staff, volunteers and service users or members of the public who have reported concerns, and pass those concerns on to the appropriate authority in accordance with this policy and procedures.
- Keep accurate records of any actions taken including the timeline involving children, young people and adults' safety issues. Responsible for keeping these logs secure.
- To cover the eventuality that the Designated Safeguarding Manager is not contactable.

Induction & Training

Regenerative Food and Farming is committed to ongoing training for staff and/or volunteers to ensure that everyone working for the organisation understands the need to adhere to current best practice on Safeguarding issues.

Any staff and volunteers who, through their role, are in contact with children, young people and adults will have access to Safeguarding training at an appropriate level.

For those working or volunteering in regular and close contact with children, young people and/or adults there will be a further, more detailed safeguarding training session which will be refreshed every 2 years (or sooner if appropriate).

Staff or volunteers who hold specific roles may be required to attend additional training appropriate to their responsibilities. Our Designated Safeguarding Manager / Officers will undergo Level 3 Safeguarding for Children and Vulnerable Adults every 2 years, or when there is an update in Safeguarding practice.

7. Related Policies

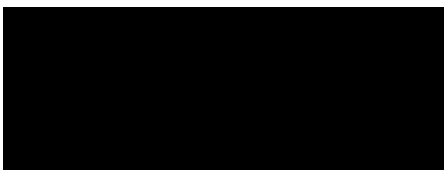
With regards to the subject of Safeguarding, there are other Regenerative Food and Farming policies that relate to this:

Bullying Policy. Complaints Policy. Confidentiality Policy.

Equality & Diversity Policy. On-line Behaviour Policy. Whistle Blowing Policy

8. Safeguarding policy sign off

This policy has been approved and signed off by Holly Whitelaw Director of Regenerative Food and Farming CIC, incorporating Gleaning Cornwall.



Date approved: 26 May 2025

Review date: May 2026



Insurance Policy for Charities and Community Groups

Policy Schedule – Effective Date 08-Feb-2026

Policy Number	[REDACTED]
Policyholder	Gleaning Cornwall
Address	[REDACTED]
Period of Insurance	08-Feb-2026 to 07-Feb-2027 (both dates inclusive)
Premium	£161.50 (+ IPT @ 12.00% = £19.38)
Total Payable	£180.88

Public Liability

Limit	£5,000,000 for each claim but in respect of Products Liability, £5,000,000 in total for all claims occurring during the Period of Insurance
Excess	£100 applicable to each third party property claim
Applicable Courts	UK

Employer's Liability

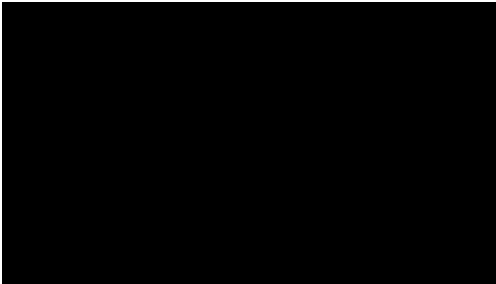
Limit	£10,000,000 in total for all claims occurring during the Period of Insurance
Applicable Courts	UK

Signed:

[REDACTED]
Director of Underwriting, National Markets UK

Date:

30-Jan-2026



Sinead Burrows, Town Clerk
Saltash Town Council
The Guildhall,
12 Lower Fore Street,
Cornwall PL14 6BW

21st May 2026

Dear Sinead & the council,

As you may be aware, Cornwall produces a high percentage of Britain's vegetables. However, farmers have to over-produce in order to ensure they can supply their markets and the resulting surplus, along with the crops that do not meet supermarket specifications, often goes to waste.

Since mid-2021, Gleaning Cornwall has harvested surplus or out-graded fruit and vegetables, delivering it to food banks, community larders and kitchens across Cornwall, helping to feed some of the most vulnerable in the County.

We are looking for funding from across Cornwall to help fund three laptops, two phones, two sets of weighing scales, some high viz jackets and some sacks for produce and are asking for a donation from Saltash Town Council to help Gleaning Cornwall continue its work.

Every year we survey the recipient organisations and know that we are mainly supporting families who are struggling with the cost of living, as well as many others in need of assistance. Last year we gleaned over 90 tonnes of produce, which saved recipient organisations around £160,000 and helped to feed some 9,000 people in need nearly every week.

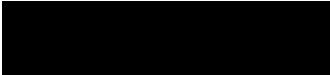
In Saltash we distribute to the Foodbank and Community Enterprises and nearby at the Community Hub in Torpoint.

Our importance to the community is indicated by the fact that the map on our website of food banks etc. that we serve has had almost 22,000 hits in the last 1 ½ years.

Any support, however small, you could kindly offer us will help us get healthy, fresh produce to people in need.

Please don't hesitate to contact me with any questions or concerns.

Yours sincerely,



gleaningcornwall.org.uk



Charity No – 1215626



RELEVANT DATA RE. CORNWALL:

- **Income**

In Cornwall the full time average weekly income is £425 (*Ref 1*) (UK average £767).

In 2024 there were around 53,000 people claiming Universal Credit in Cornwall (up from 37,000 in 2020), namely, 11% of the total resident population of 583,289.

- **Seasonality**

Tourism accounts for 20% of employment in Cornwall (*Ref 3*), creating systematic seasonal insecurity.

- **A Rural Community**

Rural residents typically need to spend 10-20% more on everyday requirements, (*Ref 4*) than urban residents. A single adult needs £18,600 in remote countryside compared to £14,400 in urban areas, (*Ref 3*) to reach minimum living standards. While the IoD 2025's AHC approach captures housing costs, it cannot measure transport costs (the largest rural household expense excluding mortgages), fuel poverty, or higher food and service costs. The Government's report acknowledges rural households face additional costs but concludes "there is little information available in national administrative microdata to reflect this".

Other "hidden" rural factors include the cost of energy – only half (49%) of homes in Cornwall are connected to mains gas, (*Ref 5*) (cf 74% in UK), instead relying on more expensive options such as oil, LPG or electricity for heating. A higher reliance on alternative fuels contributes to approximately 14% of households in Cornwall living in fuel poverty. (*Ref 40*).

- **Housing**

Cornwall has a much older housing stock than most parts of the country, with 31% of properties built before 1930. 25% of all dwellings in the County are estimated to be in severe disrepair. A higher proportion of homes in Cornwall (51%) require more insulation compared to the national average (38%). (*Ref 3*)

20,000+ second homes driving housing displacement and increasing housing costs. (*Ref 4*)

- **Food Insecurity**

3.87% of adults suffered from hunger; 9.49% struggled to access food; 11.11% worried about not having enough food. (*Ref 6*)

30% of children are estimated to be living in food poverty in Cornwall. (*Ref 2*)

The number of food parcels distributed in Cornwall by the Trussell Trust increased by 60% between 2021 and 2025 (compared with just a 13% increase across England). (*Ref 2*)



- **Summary**

Cornwall faces a significant, often hidden 'pretty poverty' crisis, with 27,000 children living in relative poverty as of late 2025. Despite its idyllic image, the region suffers from low wages, high seasonal unemployment, and a severe housing emergency driven by old housing stock, tourism and second homes. The issue is exacerbated by rurality, increasing the cost of transport, energy and an older than average population, often with complex medical conditions.

Ref 1 Office for National Statistics, April 2025

Ref 2 Cornwall Council "The Kernow we Know", May 2025

Ref 3 Plymouth University Pretty Poverty Report 2025

Ref 4 Joseph Rowntree Foundation, based on Loughborough University research, Smith, Davis, Hirsch, 2010

Ref 5 Cornwall Council "Cornwall Housing Decarbonisation Strategy", (October 2024)

Ref 6 University of Sheffield research, food insecurity of adults (Jan 2021)

CC294 Saltash Music Speech and Drama Festival

All documentation has been submitted in line with previous years, and there are no concerns in relation to policy compliance or application requirements.

Budget

6210 Community Chest

Available: £10,300

No committed spend

Saltash Town Council – Grant Application Form


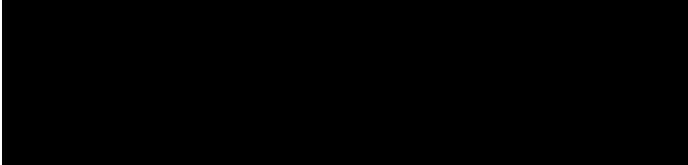
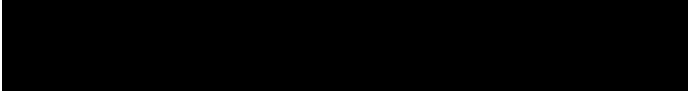

APPLYING FOR:

Community Chest Grant

(Tick one box)

Festival Fund Grant

DATE APPLICATION SUBMITTED:

Contact Name:	
Position:	CHAIRMAN
Organisation:	SALTASH MUSIC, SPEECH & DRAMA FESTIVAL
Contact Address:	
Telephone Number:	
E-mail:	
Status of Organisation:	CHARITABLE STATUS & A MEMBER OF THE BRITISH & INTERNATIONAL FEDERATION OF FESTIVALS
Charity/Company number (if applicable)	Charity No: 1046226 Company No: _____
What geographical area does your organisation cover?	CORNWALL & DEVON PLUS OTHER COUNTIES IF NECESSARY.

1.

How long has your organisation been in existence?	SINCE 1990 i.e. 36 YEARS
---	--------------------------

Please note that you may be asked to attend a meeting of the Policy and Finance Committee to answer questions on your application.

1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u> ? (Please list – continue on a separate sheet if necessary)	JUNE 2025	SALTASH MUSIC SPEECH & DRAMA FESTIVAL	£1000	YES
	OCTOBER 2024	SALTASH MUSIC, SPEECH & DRAMA FESTIVAL	£1000	YES
Please list the aims and objectives of your organisation	OBJECT OF THE ORGANISATION IS TO ADVANCE THE EDUCATION OF THE PUBLIC IN THE ARTS & IN PARTICULAR THE ARTS OF MUSIC, SPEECH & DRAMA BY :- a) ORGANISING ANNUAL COMPETITIVE FESTIVALS, b) PRESENT & PROMOTE PUBLIC PERFORMANCES & CONCERTS, and c) TO AFFILIATE TO THE BRITISH & INTERNATIONAL FEDERATION OF FESTIVALS.			

2.

What are the main activities of your organisation?	TO HOLD AND PROMOTE AN ANNUAL COMPETITIVE FESTIVAL ENGAGING PROFESSIONAL ADJUDICATORS FOR EACH SPECIALISATION RECOMMENDED BY THE BRITISH & INTERNATIONAL FEDERATION OF FESTIVALS.
--	---

	Yes / No or N/A
If application is for a School – Is, it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?	No
If application is from an education, health or social service establishment – do you work in partnership with other groups?	N/A
If application is from an education, health or social service establishment – is project in addition to statutory services?	N/A

2. Your project

Project	Start Date	25 / 01 / 2027
	Finish Date	06 / 02 / 2027
	Total Cost	£ 5,500 To £6,000
	Grant Applied For	£ 1,000

Project title:	SALTASH MUSIC, SPEECH & DRAMA FESTIVAL
----------------	--

3,

Description of project (please continue on a separate sheet if necessary):	TO PROVIDE A COMPETITIVE FESTIVAL WITH UP TO 3 DAYS OF SPEECH & DRAMA, 3 DAYS OF VOCAL SINGING, UP TO 5 DAYS OF INSTRUMENTALS CULMINATING WITH A GALA CONCERT ON THE FINAL DAY. ALL SECTIONS TO BE ADJUDICATED BY 3 SEPARATE PROFESSIONAL ADJUDICATORS.
--	---

Where will the project/activity take place?	SALTASH WESLEY METHODIST CHURCH THE FESTIVAL, MANY PLACES IN THE TOWN BENEFITTING THROUGH VISITS, AND PURCHASING & EATING FOOD & DRINK, ETC.
--	---

Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)	ALL SPEECH & DRAMA ORGANISATIONS, CHOIRS, SOLOISTS, BANDS, SCHOOLS AND COLLEGES. IN 2026 WE HAD NEARLY 500 ENTRIES COMPRISING OVER 1000 PARTICIPANTS TO THE BENEFIT OF AUDIENCES AND TO THE TOWN WITH OVER 1500 PEOPLE VISITING
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What evidence do you have that this project is required? (This might be survey work or statistical evidence)	MANY EMAILS & TELEPHONE CALLS THANKING THE COMMITTEE FOR STAGING THE FESTIVAL. ALL WHO ENTERED THOROUGHLY HAD AN ENJOYABLE EXPERIENCE LEARNING FROM OTHERS TAKING PART.
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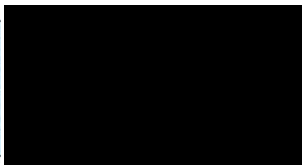
4,

<p>What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation Consultation with Community)</p>	<p>2027 WILL BE THE 35th ANNUAL FESTIVAL AND SINCE COVID IN 2020/2021 WE HAVE BEEN FORTUNATE TO SEE AN INCREASE IN ENTRY NUMBERS EACH AND EVERY YEAR, INCLUDING INCREASES IN AUDIENCE NUMBERS FROM THE GENERAL PUBLIC, PARENTS AND TEACHERS.</p>
<p>How will the project be managed and how will you measure its success?</p>	<p>THE PROJECT WILL BE MANAGED BY OUR COMMITTEE OF TEN VOLUNTEERS TOGETHER WITH OTHER VOLUNTEER HELPERS ASSISTING AT THE FRONT OF HOUSE AND DOOR STEWARDS TOGETHER TROPHY SECRETARIES.</p>
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	<p>THE PROPOSED START DATES FOR EACH SECTION IS AS FOLLOWS:- MONDAY 25 JANUARY 2027 - SPEECH & DRAMA UNTIL WEDNESDAY 27 JANUARY, THURSDAY 28 JANUARY - VOCAL SINGING UNTIL SATURDAY 30 JANUARY, MONDAY 1 FEBRUARY - INSTRUMENTAL UNTIL FRIDAY 5 FEBRUARY. SATURDAY 6 FEBRUARY - GALA CONCERT (ALL SESSIONS COULD BE 3 HOURS)</p>
<p>What arrangements do you have in place to ensure safeguarding of children and /or young people and/or vulnerable people? (Mandatory if your project involves working with this client group.)</p>	<p>THE FESTIVAL USES THE POLICIES LAID OUT IN THE SYLLABUS AND PROGRAMME - CHILD PROTECTION & SAFEGUARDING SECTION. (SEE ATTACHMENT 'H'). BECAUSE WE WELCOME A LARGE NUMBER OF SCHOOL-AGED PARTICIPANTS, THE SAFETY & WELL-BEING OF CHILDREN AND VULNERABLE ADULTS IS CONSIDERED AT EVERY STAGE OF OUR DECISION MAKING. ALL FESTIVAL ACTIVITIES TAKE PLACE IN A CONTROLLED ENVIRONMENT AT SALTASH WESLEY CHURCH, →*</p>

5.

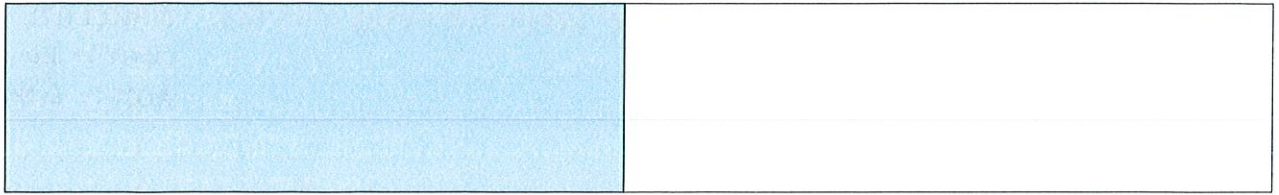
P.T.O. TO PAGE 8

Please confirm the bank account your project is using is in the project's name/organisation name

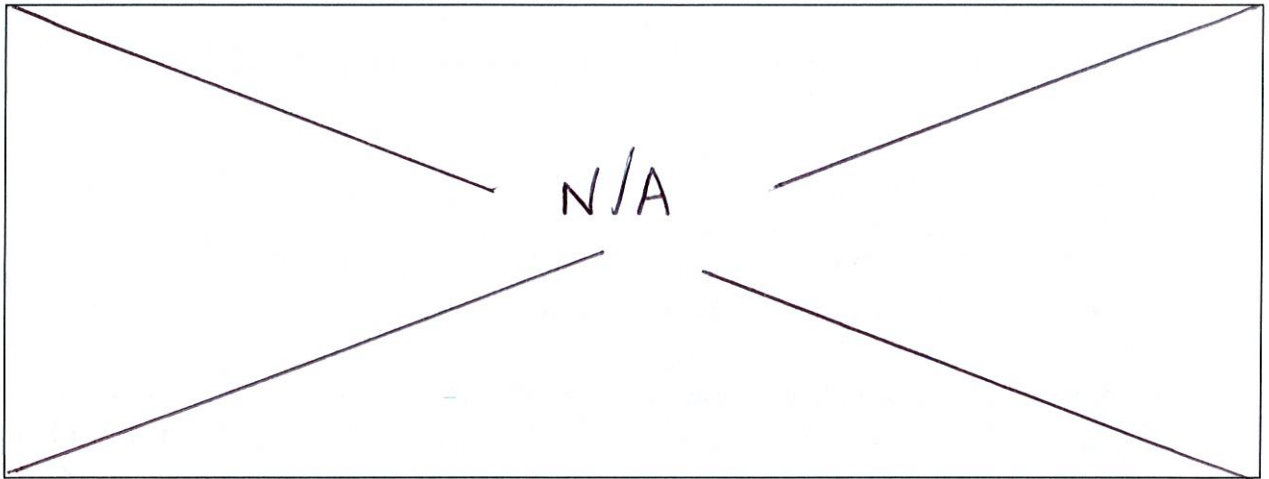


4. Further information enclosed Checklist.

	Enclosed (please tick)
A copy of your organisation's most recent bank statements (mandatory).	✓ (A)
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory).	✓ (B)
A letter head showing the organisation's address and contact details.	CORRESPONDENCE BY EMAILS ✓ (C)
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organisation's status).	✓ (D)
A copy of your organisation's latest set of accounting statements (if any exist).	✓ (E)
Copies of any letters of support for your project.	✓ (F)
If your organisation has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Town Council.	✓ (G)
A copy of your organisations Safeguarding Policy (if relevant).	✓ (H)
Other (please list)	



If any of the above documents have not been enclosed, please give reasons why in the box below:



SAFEGUARDING CONTINUED FROM PAGE 5.

* ← WHERE APPROPRIATE SUPERVISION, RISK ASSESSMENT PROCEDURES AND SAFEGUARDING MEASURES ARE IN PLACE. EMPLOYEES
THE FESTIVAL ALWAYS ACCREDITED ADJUDICATORS WHO HAVE BEEN TRAINED IN SAFEGUARDING. A COMMITTEE MEMBER SITS WITH THE ADJUDICATOR & OVERSEES PROCEEDINGS. ANOTHER COMMITTEE MEMBER STANDS AT THE REAR OF THE CHURCH TO OBSERVE WHO IS COMING & GOING TOGETHER WITH TWO MEMBERS OBSERVING ALL PROCEEDINGS. YOUNG PEOPLE ARE ACCOMPANIED BY EITHER A PARENT OR A MEMBER OF THEIR SCHOOL STAFF. NO CHILD ATTENDS ALONE.
THE FESTIVAL ALWAYS ENSURES THAT LEAST ONE TRAINED SAFEGUARDING-RESPONSIBLE PERSON IS PRESENT AT ALL TIMES. ALL VOLUNTEERS ARE PROVIDED WITH A GUIDANCE SHEET ON SAFEGUARDING INCLUDING NAMES OF CHAPERONES AND SAFEGUARDING COMMITTEE MEMBERS.
THE FESTIVAL HAVE TWO CHAPERONES APPROVED BY CORNWALL COUNCIL FOR THE NEXT 2 YEARS. WE ALSO MEET WITH THE SAFEGUARDING TEAM FROM WESLEY CHURCH PRIOR TO THE FESTIVAL.
SAFEGUARDING IS EMBEDDED NOT AS A SEPARATE TASK BUT AS A ROUTINE AND AN ESSENTIAL PART OF HOW WE OPERATE.
IN CONJUNCTION WITH BIFF WE REVIEW & UPDATE OUR POLICY, IF REQUIRED, EVERY YEAR IN NOVEMBER.
MOST OF OUR COMMITTEE HAVE UNDERGONE TRAINING THROUGH THEIR OTHER ACTIVITIES E.G. CHURCHES & SOME HOLD THE OFFICE OF SAFEGUARDING OFFICER. AS A COMMUNITY-RUN FESTIVAL, THAT IS ALL INCLUSIVE, SAFEGUARDING IS OF PARTICULAR IMPORTANCE & FUNDAMENTAL TO US PROVIDING A SAFE ENVIRONMENT FOR EVERYONE.

5. Declaration by the applicant

I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.

I/we declare that, I/we have read the Town Council's Grants Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

I/we confirm that a risk assessment will be completed prior to an event granted funding by the Town Council.


I/we accept the following:

1. that any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered;
2. that any grant offered will be used only for the purposes set out in this application;
3. that we will provide reports on progress at the request of the Town Council;
4. it is a condition of the grant that the support of the Town Council is clearly publicised.
5. that should any grant offered, not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to the Town Council on demand.
6. Saltash Town Council will use successful grant applications to publicise the Community Chest and Festival Fund.

I/we confirm that on completion of the project the following will be provided within one calendar month:

- a report including photographs to the Town Council demonstrating how the grant was used;
- evidence showing how the support of the Town Council was promoted;
- copies of all receipts.

NOTE: You will be notified whether your application has been successful shortly after the relevant Town Council meeting.

Signed:			
Print Name(s):			
Position(s):	CHAIRMAN		
Date:	17 JUNE 2026		

Applicants should refer to the Privacy Notice on the Town Council Website www.saltash.gov.uk for details on how we use your data.

COMPLETED FORMS SHOULD BE RETURNED TO:

The Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street,
Saltash PL12 6JX Email: enquiries@saltash.gov.uk

OFFICE USE ONLY:	
Date received	
Received by:	
Application Reference:	
Date to P&F Chairman/Vice Chairman	
Approved to go to Committee	
Committee Date	
Decision/Minute number	

Amount awarded	
Application refused by P&F Chairman or refused by Committee	
Appeal notice issued	
Appeal received	
Approved for Committee	
Decision/Minute number	



MODEL CONSTITUTION FOR THE USE OF AFFILIATED FESTIVALS ONLY

Note: This document had been drawn up in consultation with the Charity Commission in the light of circumstances at competitive festivals and should not be used as a guide for other organisations.

CONSTITUTION OF *(insert full title of festival)*

1. The name of the festival shall be the ~~SALTASH MUSIC, SPEECH & DRAMA FESTIVAL~~ Festival Association (hereinafter referred to as 'the Association').
2. The object of the Association shall be to advance the education of the public in the Arts, and in particular the Arts of Music, Speech and Drama, and Dance, in all their branches.

In furtherance of the object of the Association but not further or otherwise the Association shall have the following powers:

- (1) To hold or promote annual competitive festivals.
 - (2) To present and promote public performances, concerts and recitals.
 - (3) To affiliate to The British & International Federation of Festivals and to further the charitable objects of the said Federation.
 - (4) To do all such other things as are necessary to the attainment of the object of the Association.
3. The income and property of the Association shall be applied solely towards the promotion of its objects as set forth in the constitution and no portion thereof shall be paid or transferred, directly or indirectly to the members of the Association. Provided nothing herein shall prevent the payment in good faith by the Association to any member of the Committee, member, officer or servant of the Association
 - (a) of reasonable and proper remuneration for services actually rendered including reasonable and proper fees and usual charges for any professional services;
 - (b) of reasonable interest on money lent to the Association;
 - (c) of reasonable and proper rent for premises demised or let to the Association;
 - (d) of expenses properly incurred on behalf of the Association, on condition that
 - (i) No person shall be entitled to vote on a resolution nor attend any meeting concerning his own appointment to his paid office of the Association or any payment made or to be made to him by the Association;

- (ii) notwithstanding anything contained in the constitution of the Association no resolution relating to the payment to any member of the Committee shall be effective unless it is passed at a committee meeting at which there is present a quorum which comprises not less than one third of the multiple of three next above the total of those entitled to attend the meeting, and a majority of persons who are not remunerated for services being rendered to the Association.
4. Membership of the Association shall be open to any person who is interested in the object of the Association.
 5. The Officials of the Association shall be:
 - (1) A Chairman
 - (2) A Vice-Chairman
 - (3) An Honorary Secretary or Secretary
 - (4) An Honorary Treasurer
 6. The Officials of the Association shall be elected annually at the Annual General Meeting of the Association from the Members of the Association.
 7. The Management of the Association shall be vested in the Committee.
 8. The Committee shall consist of the Officials of the Association and 6 Members of the Association to be elected annually at the Annual General Meeting of the Association.
 9. All the powers of the Association shall be vested in the Committee save in so far as the same are hereby expressly required to be exercised by the Association in General Meeting and save that the Committee shall not be empowered to wind up the Association but such winding up can be decided upon only by a General Meeting of the Association.
 10.
 - (1) All moneys belonging to the Association shall be paid into such Bank as may be specified by the Committee to the account of the Association.
 - (2) All cheques drawn on the account of the Association shall be signed by two Officials of the Association.
 11. The property and investments of the Association (other than money at the Bank) shall be held in the name of the Association by the Chairman, Secretary, or Honorary Treasurer for the time being.
 12.
 - (1) The Annual General Meeting of the Association shall be held in the month of ...OCTOBER... in every year and at such meeting the Officials of the association and the Committee shall retire but shall be eligible for re-election.
 - (2) The Annual General Meeting shall be convened by the Secretary by not less than 21 days' notice in writing given to the Members of the Association.

- (3) At the Annual General Meeting a full Account duly audited of all receipts, expenditure and property of the Association together with a Balance Sheet for the year ended~~July 2026~~..... previous to the meeting shall be presented by the Committee. At such meeting the Auditors for the ensuing year shall be appointed and the Officials and Committee shall be elected.
 - (4) An Extraordinary General Meeting shall be convened by the Secretary upon a request by the Committee or by any six Members upon not less than fourteen days notice of such meeting being given to every Member which shall state the business to be conducted at the meeting.
 - (5) Any 5 Members of the Association personally present shall be a quorum at any General Meeting.
 - (6) At every General Meeting the chair shall be taken by the Chairman of the Association or in his absence by the Vice-Chairman. In the absence of the Chairman and the Vice-Chairman, a Chairman shall be elected by the Members present.
 - (7) The voting at a General Meeting shall be by show of hands but the Chairman or any three Members may demand a poll which shall be immediately taken and the result thereof declared by the Chairman. In the case of equality of votes the Chairman of the Meeting shall have a second or casting vote.
13. At any General Meeting every Member of the Association shall subject as hereinafter provided have one vote provided that no person other than a Member duly registered on the Register of Members and who shall have paid every subscription and other sum (if any) which shall be due and payable to the Association in respect of his membership shall be entitled to vote.
14. (1) The Committee shall meet at least5..... times in every year.
- (2) Meetings of the Committee shall be covered by the Secretary of the Association by giving at least seven days' notice to each Member or such shorter notice as the Chairman of the Association may decide.
- (3) Any5..... Members of the Committee personally present shall form a quorum.
- (4) The provisions herein before set out in relation to voting and the taking of the chair at General Meetings shall apply to meetings of the Committee.
- (5) The Committee shall have power to fill casual vacancies on the Committee from the Members of the Association and to co-opt not more than2..... persons as Members of the Committee and such persons need not be Members of the Association.

15. A Resolution to wind up the affairs of the Association may only be moved at a General Meeting convened for the purpose. Such Resolution will become effective only if 75% (or other substantial percentage) of Members only attending the meeting vote in favour. If upon the winding up or dissolution of the Association there remains after the satisfaction of all its debts and liabilities any property whatsoever, same shall not be paid to or distributed among the Members of the Association but shall be given or transferred to The British & International Federation of Festivals for its general charitable purposes, or some other Institution or Institutions, having objects similar to the object of the Association and which shall prohibit the distribution of its or their income and property amongst its or their Members.

 16. Subject as hereinafter provided the Constitution of the Association as set out in this Schedule may be added to repealed or amended by resolution at any General Meeting provided that no such Resolution shall be deemed to have been passed unless it be passed by a majority of at least two thirds of the Members present at the meeting and entitled to vote. Provided no amendment shall be made to the Object Clause 2, the Dissolution Clause 15, and this clause and provided also that no amendment shall be made which would cause the Association to cease to be a charity in law.
-

Note: The official adoption of the Constitution must be carried out at a Special General Meeting of Members after which the document becomes operative. Copies of the Constitution should be made available for Members, and will also be required by the Charity Commission if the Festival is applying for Registration as a Charity. When registering as a charity it is important to change this document as little as possible (you can set up several different management structures within the framework of this constitution - it is intended to be open-ended and allow growth and change). You should also make clear that you have followed this model when sending your forms into the Charity Commission and should contact the Federation if you get any queries from the Charity Commission.

(E)

Saltash Music Speech & Drama Festival

Breakdown of Accounts - 21st March 2026

<u>Income</u>	
Speech Entries	<u>£1,410.00</u>
Instrumental Entries	£497.50
Vocal Entries	£374.00
Speech Door	£272.00
Vocal Door	£90.50
Instrumental Door	£122.00
Advertising	£110.00
Friends	£720.00
Programme Sales	£202.00
Float	£150.00
Raffle	£114.00
Sum Up Payments	£842.66
Gala Concert	£155.00
Town Council	£1,000.00
Accommodation Refund	£120.00
TOTAL	£6,179.66

MG 025941 F1VI467A 709F301CF00119 39300 B 27487

THE OFFICIALS
SALTASH MUSIC SPEECH & DRAMA FES

Your Business accounts – at a glance

Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345 .

Your balances on 02 June 2026

Business Current Accounts

Community Account Statement	£4,646.10
.....	
Sort Code 20-50-40 • Account No 63470717	

Business Savings Accounts

Business Premium Account	£0.00
.....	
Sort Code 20-50-40 • Account No 73866912	

This is the end of your account summary.

Issued on 03 June 2026

 THE OFFICIALS
 SALTASH MUSIC SPEECH & DRAMA FESTI


Your Community Account

At a glance

Date	Description	Money out £	Money in £	Balance £
	No transactions within the period			
2 Jun	Start Balance			4,646.10
2 Jun	Balance carried forward			4,646.10
	Total Payments/Receipts	0.00	0.00	

20 May - 02 Jun 2026

Start balance	£4,646.10
Money out	£0.00
▶ Commission charges	£0.00
Money in	£0.00
▶ Gross interest earned	£0.00
End balance	£4,646.10

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Your deposit is eligible for protection by the Financial Services Compensation Scheme.



2/3

20293 00002 F1V1467A 2 of 3



Certificate of Employers' Liability Insurance^(a)

(The requirements for the display of the certificate will be satisfied if the certificate is made available in electronic form and each relevant employee to whom it relates has reasonable access to it in that form)

Policy No: [REDACTED]

1. Name of policy holder: Saltash Music Speech & Drama Festival
2. Date of commencement of insurance policy: 00.00hrs on: 01/01/2026
3. Date of expiry of insurance policy: 23.59hrs on: 31/12/2026

We hereby certify that subject to paragraph 2:-

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney, or to offshore installations in any waters outside the United Kingdom to which the Employers' Liability (Compulsory Insurance) Act 1969 or any amending primary legislation applies^(b); and

2. (a) the minimum amount of cover provided by this policy is no less than GBP 5,000,000 ^(c); or

~~(b) the cover provided under this policy relates to claims in excess of GBP~~

~~but not exceeding GBP~~

Signed on behalf of Irwell Insurance Company Limited (Authorised Insurer)

[REDACTED SIGNATURE]

..... Signature

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

Note: The information below this line does not form part of the statutory certificate. The Insurer on whose behalf this certificate is issued require the following information to be entered by the issuing intermediary:

Name and address of issuing intermediary: Bennett Gould & Partners Limited, 1137 Beaufort House, 15 St Botolph Street, Aldgate, London EC3A 7BB

UMR: BENNETTGOULD_IRWELL-Y2025

Authorised Insurer: Irwell Insurance Company Limited

Issuing intermediary's reference:

(if different from the Policy Number stated above)



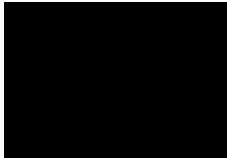
Irwell

INSURANCE COMPANY LIMITED

PUBLIC & PRODUCTS LIABILITY CERTIFICATE SCHEDULE

INSURER	Irwell Insurance Company Limited
POLICY NUMBER	IRW0131
PERIOD OF INSURANCE	From 1st January 2026 To 31st December 2026 Both dates inclusive
INSURED	Saltash Music Speech & Drama Festival
PUBLIC LIABILITY	£5,000,000 In respect of any one occurrence or series of occurrences arising out of one originating cause
PRODUCTS LIABILITY	£5,000,000 In respect of all occurrences arising during any one period of insurance

Signed on behalf on the Insurers:



Bennett Gould Underwriting

A trading style of Bennett Gould & Partners Ltd

Acting on behalf of Irwell Insurance Company Limited under Binding Authority Agreement number BENNETTGOULD_IRWELL-Y2025

H

**CHILD PROTECTION POLICY (implemented from December 2005)
(updated June 2012, 2016, 2022 & 2025)
SALTASH MUSIC, SPEECH AND DRAMA FESTIVAL
Registered Charity No.1046226**

**CHAIRMAN
SECRETARY
TREASURER**



VENUE 2027 SALTASH WESLEY METHODIST CHURCH

The British & International Federation of Festivals for Music, Dance & Speech work with Festivals everywhere to help create thousands of educational performance opportunities for children and young people each year.

The Federation and our member Festivals are committed to ensuring safe environments for children and young people and believe that it is always unacceptable for a child or young person to experience abuse of any kind. We recognise our responsibility to safeguard the welfare of all children and young people, by a commitment to recommend best practice which protects them.

This policy applies to our Board of Trustees, paid staff, Adjudicator members, volunteers, students or anyone working on behalf of the Federation and our member Festivals.

We recognise that :

- a) the welfare of the child / young person is paramount
- b) all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of abuse.
- c) working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare

The Purpose of the Policy :

- To provide protection for the children & young people who participate in our Festivals, including the children of Festival members
- and to provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm

We will seek to safeguard children and young people by :

- A) valuing them, listening to and respecting them
- B) adopting child protection guidelines through procedures and safe working practice from staff and volunteers
- C) recruiting staff and volunteers safely, ensuring all necessary checks are made
- D) sharing information about child protection and safe working practice with children, parents, staff and volunteers
- E) sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- F) providing effective management for staff and volunteers through supervision, support and training

The Federation will review this policy each year in November in line with Safe Network Guidance or sooner in light of any changes in legislation or guidance. All changes will be communicated to our member Festivals in time for the start of the new Festival year.

SAFER FESTIVALS STATEMENT

The Federation and its member Festivals use the following policies and procedures to provide **Safer Festivals** for children & young people.

- 1) A single, definitive Child Protection Policy adopted by all Federation Festivals.
- 2) Best practice advice in the form of **Safe Working Practice** and **Child Protection leaflets**, support and training for all Federation Festival staff and volunteers reporting procedures for anyone with a concern about a child.
- 3) Appropriate recruitment and induction procedures followed for all new staff and volunteers responsible for providing safe environments for the children / young people attending / performing at our Festivals.

- 4) One or more designated Festival Safeguarding Officers (FSO) appointed for each Federation Festival.
- 5) All Festival staff and volunteers wear a badge to identify their roles and all teachers/parents/guardians are asked to report all incidents of any nature to any person wearing a Festival badge. All reported incidents will be handled in accordance with the **Safe Working Practice** and **Child Protection** best practice advice. In addition each Festival will ensure the availability of a quiet area/room where concerns can be expressed in private.
- 6) For the duration of a Festival all teachers/parents/guardians/carers are responsible for the continuous care and supervision of their own children/pupils. If they are unable to attend personally, they must delegate their responsibilities to an identified adult and ensure that their children/pupils are aware of the identity and name of the person responsible for their care. This includes supervision throughout all Festival venues, performance, practice and changing areas that may be provided.
- 7) No unauthorised photography or video recording of children and young people is allowed at our Festivals. Where parents/guardians/carers do not wish photos to be taken at all, then the responsible adult attending should ensure that their child is not included in official photos.
- 8) The Festival's Child Protection Policy and Safer Festivals Statement will be published explicitly in the Syllabus, Programme and on the Festival website, if one exists. Each teacher/parent/guardian/carer must read, understand and accept this information in order to give consent for their children/pupils to enter the Festival by box ticking/signing the appropriate section of the physical Festival Entry Form or Online Entry Procedure.

Updated to include recommendations by BIFF on 12/02/2022 & November 2025.

Without consent the entry to the Festival cannot be accepted.

If anyone requires an individual copy of this Festival's Child Protection Policy, please contact the Festival Chairman or General Secretary who will provide one immediately.



From: [REDACTED]
To: [REDACTED]
Date: Feb 24, 2025 2:39:30 PM
Subject: Fwd: Saltash Music, Speech & Drama Festival 2026

Good Afternoon [REDACTED]

My name is [REDACTED] and I chair the Saltash MS&D Festival. We have been a Festival here in Saltash, Cornwall since 1991 and have just finished our 33rd annual Festival.

I would like to officially enquire if you would like / be able to be our Speech Adjudicator for 2026. The Speech section usually lasts for 3 days in the first week of our Festival. Next year it will be from Monday 26th January through to Wednesday 28th January, number of entries permitting. We usually have full sections of verse speaking, duologues, humorous verse, prose both reading & speaking together with a sprinkling of drama classes.

Hopefully you will be able to join us here in Saltash next January, please can you reply to me on this email. For information my telephone number is [REDACTED] if you wish to know anything else at this time or if you have any queries.

Many Thanks.

[REDACTED]
Chair-Saltash Festival



34th Annual

**Saltash Music, Speech
& Drama Festival**

SALTASH WESLEY
METHODIST CHURCH

2026

26th JANUARY to 7th FEBRUARY

PROGRAMME £3.00p

 Supported by Saltash Town Council 

Church contact number during Festival 

ALL ENTRIES MUST BE IN BY
MONDAY 24 NOVEMBER 2025



34th

Annual

**Saltash Music, Speech
& Drama Festival**

SALTASH WESLEY
METHODIST CHURCH

2026

26th JANUARY TO 7th FEBRUARY

SYLLABUS

Supported by Saltash Town Council

(F)

From: [REDACTED]
To: [REDACTED]
Date: Jan 29, 2026 1:49:00 PM
Subject: FW: Festival feedback

Hi [REDACTED]

Thought you should see this as this is what the festival is about.

Hope the rest of the festival goes well.

[REDACTED]

From: [REDACTED]
Subject: Festival feedback

We just wanted to say a huge thank you to everyone involved in organising the festival [REDACTED] had a truly lovely day.

He's new to the world of festivals, but we have a feeling he may well become a regular. He felt so positive heading into school this morning, and that's a feeling that money can't buy. He was a little disappointed by the Plymouth Argyle score last night, but even the rain and football couldn't dampen his spirits.

Please pass on our thanks to the whole team for such a well-organised and enjoyable event.

With thanks,

[REDACTED]

From: [REDACTED]
To: [REDACTED]
Date: Jan 29, 2026 1:50:56 PM
Subject: FW: Thank you - another one

[REDACTED]

Subject: Thank you

Hello.

Just wanted to say thank-you for another lovely festival. My little band of performers have had such a great time and really enjoyed themselves.

Sorry I didn't get to come along and say hello - I was poorly at the start of the week and had back to back meetings today (and a theatre trip this evening).

Hope you've had a great week.

Best wishes -

[REDACTED]

Plymouth Performing Arts Academy
Plymouth, Devon, PL4 8JG

www.ppa.co.uk

[REDACTED]

From: [REDACTED]
To: [REDACTED]
Date: Jan 31, 2026 9:29:52 PM
Subject: Fwd: Saltash Gala Evening

More positive feedback.

Sent from my iPhone

Begin forwarded message:

[REDACTED]

Subject: Re: Saltash Gala Evening

Dear [REDACTED]

Thank you for your email. [REDACTED] is really pleased and would love to perform at the Gala. I want to thank you and your team for such a well-organised festival and for your kind words of encouragement for [REDACTED] throughout the festival. I must also thank the Adjudicator for her fair approach, feedback and top tips for children. Both [REDACTED] earned a lot, and this would help them in future festivals.

Looking forward to seeing you at the Gala.

Kind regards

[REDACTED]

On Sat, Jan 31, 2026 at 4:00 PM <voiceworks@blueyonder.co.uk> wrote:

Dear [REDACTED]

What a joy [REDACTED] were this year. It was wonderful to watch them perform.

I am pleased to let you know that [REDACTED] has been asked to perform at the Gala and his Set Verse Mr Mizen has been requested. [REDACTED] has won a number of additional trophies so it might be advisable to bring a bag with you.

I do hope you can attend.

Kind regards

[REDACTED]

From: [REDACTED]
To: [REDACTED]
Date: Jan 29, 2026 4:43:59 PM
Subject: Fwd: Thank you

So another adjudicator wants to donate a trophy. It's for encouragement, so for the child who works hard but never quite makes the top three.

I think this is a marvellous idea.

Wow

Sent from my iPhone

Begin forwarded message:

[REDACTED]
Subject: I thank you

Dear All,
I wish to reiterate my thanks to you all for making me so welcome - what a lovely bunch you are.
I reached my hotel at 1am due to fog and a motorway diversion!! However I'm home to my four legged friends now
I mentioned [REDACTED] at appropriate adjudicator for you, just thought I'd pop it in writing. I've worked with him and he's young (in comparison 😊) He's lots of energy so will cope with the long days. I would like to donate a cup/shield for encouragement if appropriate. Let me know your thoughts please.
[REDACTED]

I would also like to make a donation to the church if you could forward bank details. I was humbled by their work.
Hope everything settles down with the complaints it really is a dreadful sign of the times.
Take care and thank you again.

Kind regards

[REDACTED]

[REDACTED]

G

**SALTASH MUSIC, SPEECH & DRAMA FESTIVAL
2026 FESTIVAL REPORT**

Firstly, may I take this opportunity to thank the Town Council for their support towards the staging of the above Festival.

Our 2026 Festival was considered a big success in bringing together many hundreds of people to perform & support the local shops and hostelrys. We had over 500 entries spanning 6 days which was a slight increase in numbers from 2025. The Festival was in three sections i.e. 9 x 3 hour sessions of Speech, 3 x 3 hour sessions of Vocal & 5 x 3 hour sessions of Instrumental all adjudicated by three very experienced Adjudicators provided by the British & International Federation of Festivals, culminating in the very well supported & enjoyable Gala Concert at the end.

Despite several incidents regarding traffic accidents, etc. on the bridge & surrounding areas causing much delay & upset, the Adjudicators & our committee dealt with the situations with grace and understanding.

Throughout the whole Festival reference was made to the Town Council supporting the event on the screen at Saltash Wesley and on the syllabus & programme, seen on the attached sheets. The Festival was also advertised on several face book pages. Many people thought & said that it was brilliant to see the Town Mayor opening the Festival & the Deputy Mayor at the Drama night & Gala Concert. Thank you.

Very positive feedback has been received from both the Adjudicators and teachers/parents such as : "Thank you so much for another lovely Festival, parents were all saying how well run the Festival is run and how convenient it is that the age groups perform everything on the same day" and "It was nice to catch up at the Festival, we all thoroughly enjoyed it & being part of it" just to mention a few. It was also fantastic to note that we were considered an excellent Festival for neurodivergent children, who all felt safe & secure & proved to be amazing communicators. Thankfully there were no safeguarding issues to report.

Please also find attached finance sheets as at March this year together with a selection of invoices showing some of the major expenses that we have incurred. As usual you can see a very high percentage of our outgoings are on the Adjudicators fees which are set by the Federation of Festivals together with their accommodation, hire of Wesley Church, etc. culminating in costing the Festival approximately £6K to run. As can be seen the grant given by the Town Council to the Festival is of vital importance to continue our existence.

Finally, I hope that this is what is required by the Town Council & to once again thank them most sincerely for your continued support.



CC295 Saltash United Football Club

The application is complete and there are no concerns regarding information provided or policy compliance.

Budget

6210 Community Chest

Available: £10,300

No committed spend



Saltash Town Council – Grant Application Form

APPLYING FOR: Community Chest Grant

(Tick one box)

Festival Fund Grant

DATE APPLICATION SUBMITTED:

Contact Name:	
Position:	COMMITTEE MEMBER
Organisation:	SALTASH UNITED FOOTBALL CLUB
Contact Address:	
Telephone Number:	
E-mail:	
Status of Organisation:	COMMUNITY AMATEUR SPORTS CLUB
Charity/Company number (if applicable)	Charity No: CHARITY NO: CASC CH3345 Company No: N/A
What geographical area does your organisation cover?	All of Saltash and surrounding areas

How long has your organisation been in existence?	JANUARY 1950
---	--------------

Please note that you may be asked to attend a meeting of the Policy and Finance Committee to answer questions on your application.

1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
<p>Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u>?</p> <p>(Please list – continue on a separate sheet if necessary)</p>	02/08/2024	Installing wide door to enable disabled access	£840	Y
	25/05/23	Renovations to accessible facilities at the club	£1000	Y
<p>Please list the aims and objectives of your organisation</p>	<p>Saltash United Football Club provides football and social space for our local community.</p> <p>We have both female and male adult teams as well as a thriving youth section, ranging from under 9s up to under18s for both boys and girls.</p> <p>Our objective is to provide the best facilities and the best hospitality to everyone who comes the Kimberly Stadium, whatever the reason.</p>			

What are the main activities of your organisation?	Football is our clubs main activity but we also support the local community where possible. For example, we host local groups once a week, host separate events (mainly weddings and birthday parties) to our football activities to ensure we support as many people as possible and most recently we are allowing the leisure centre to use our facilities while they have renovations completed.
---	---

	Yes / No or N/A
If application is for a School – Is, it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?	N/A
If application is from an education, health or social service establishment – do you work in partnership with other groups?	N/A
If application is from an education, health or social service establishment – is project in addition to statutory services?	N/A

2. Your project

Project	Start Date	ASAP/ For start of new season
	Finish Date	On Delivery /
	Total Cost	£ 989.89
	Grant Applied For	£ 989.89

Project title:	Portable Training Equipment for Adult & Youth Teams
-----------------------	---

<p>Description of project (please continue on a separate sheet if necessary):</p>	<p>As well as using the equipment to provide a more professional feel to our club, as the equipment is portable this will enable us to use it on our main pitch or our secondary location alongside our main pitch. Also, in particular one of the main benefits of using portable equipment will be to allow our younger players to play at our stadium, an aspiration that all our young players have. Our equipment order would cover all playing positions as well</p>
<p>Where will the project/activity take place?</p>	<p>Continuation to above box.... -Mini goals, creates games for everyone -Goalkeeper floor matrix, further develops our current and goalkeepers of the future -Goal Target, removes the need of a goalkeeper, allowing them to have specific training and will help train the goal scorers of the future</p> <p>Kimberly Stadium/Warfelton</p>

<p>Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)</p>	<p>All adult and youth teams, approx. 500 players</p>
<p>What evidence do you have that this project is required? (This might be survey work or statistical evidence)</p>	<p>Feedback from existing players, club members, youth coaches, players and parents.</p> <p>This will also supports our club aspiration to bring everyone together as much as we can.</p>

<p>What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation Consultation with Community)</p>	<p>Confirmation from adult and youth section that this would be beneficial to all players at our club</p>
<p>How will the project be managed and how will you measure its success?</p>	<p>After purchase will gather feedback and make arrangements for equipment to be used.</p> <p>Also as we would expect this equipment to last a number of years, another measure of success will be the longevity of the equipment</p>
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	<p>As this is an equipment order, we do not have any key project milestones.</p>
<p>What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people? (Mandatory if your project involves working with this client group.)</p>	<p>Our club has a range of policies and codes of conducts listed on our website -</p> <p>https://www.saltashunited.co.uk/club-documents</p> <p>Attached is our safeguarding policy. Safeguarding is overseen by our Club Welfare Officer</p>

3. How you will pay for your project.

<p>What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)</p>	<p>POD GOAL WITH WEIGHTS X4 - £599.96 FLOOR DEFLECTOR X2 - £379.98 TARGET SHEET X1 - £119.99 MINUS DISCOUNT - (£219.99) DELIVERY - £109.95 TOTAL - £989.89</p>
<p>How will you promote the contribution to your project from STC?</p>	<p>On completion we will share our thanks for the additional equipment purchased on all of our social media pages and ensure we take any other opportunities to promote the donation from the council. For example, we could create clips/videos of this equipment in use and share</p>

Saltash Town Council considers Match Funding is extremely important.

Please list any applications you have made for funding from other organisations in the table below:

<p>Organisation</p>	<p>Contribution Sought (£)</p>	<p>Applied (please tick as appropriate)</p>	<p>Granted (please tick as appropriate)</p>

Please confirm the bank account your project is using is in the project's name/organisation name	Yes
---	-----

4. Further information enclosed Checklist.

	Enclosed (please tick)
A copy of your organisation's most recent bank statements (mandatory).	X
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory).	X- expires in June
A letter head showing the organisation's address and contact details.	X
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organisation's status).	X
A copy of your organisation's latest set of accounting statements (if any exist).	X
Copies of any letters of support for your project.	
If your organisation has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Town Council.	
A copy of your organisations Safeguarding Policy (if relevant).	X
Other (please list)	

--	--

If any of the above documents have not been enclosed, please give reasons why in the box below:

--

5. Declaration by the applicant

I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.

I/we declare that, I/we have read the Town Council's Grants Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

I/we confirm that a risk assessment will be completed prior to an event granted funding by the Town Council.



I/we accept the following:

1. that any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered;
2. that any grant offered will be used only for the purposes set out in this application;
3. that we will provide reports on progress at the request of the Town Council;
4. it is a condition of the grant that the support of the Town Council is clearly publicised.
5. that should any grant offered, not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to the Town Council on demand.
6. Saltash Town Council will use successful grant applications to publicise the Community Chest and Festival Fund.

I/we confirm that on completion of the project the following will be provided within one calendar month:

- a report including photographs to the Town Council demonstrating how the grant was used;
- evidence showing how the support of the Town Council was promoted;
- copies of all receipts.

NOTE: You will be notified whether your application has been successful shortly after the relevant Town Council meeting.

Signed:			
Print Name(s):			
Position(s):	Committee Member/Coach		
Date:	???		

Applicants should refer to the Privacy Notice on the Town Council Website www.saltash.gov.uk for details on how we use your data.

COMPLETED FORMS SHOULD BE RETURNED TO:

The Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street,
Saltash PL12 6JX Email: enquiries@saltash.gov.uk

OFFICE USE ONLY:	
Date received	
Received by:	
Application Reference:	
Date to P&F Chairman/Vice Chairman	
Approved to go to Committee	
Committee Date	
Decision/Minute number	

Amount awarded	
Application refused by P&F Chairman or refused by Committee	
Appeal notice issued	
Appeal received	
Approved for Committee	
Decision/Minute number	



LIVEWIRE

Youth Project
Making Music, Changing Lives

Registered Charity No. 1205758

Town Council Report



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DELIVERY & PROVISION

Approximately **360** individual young people have been engaged with through open access sessions, young women’s music making sessions, well-being group sessions, counselling, daytime referral sessions, recording sessions, and outreach sessions. All young people engaged with have received or are currently receiving individual or group support.

Of these, **132** young people have measurable distance travelled. By this we mean that they have progressed positively over the period and shown real change.

Open Access Sessions

Total open sessions run: 30



Senior Sessions

20

During these sessions young people can receive music lessons in guitar, bass, drums, keyboard, vocals, live sound and music technology. They can also access lessons in stage lighting, rehearsal spaces, perform on stage, take part in single issue programmes, have youth worker support or counselling, volunteer, socialise and take part in our development group.

Junior Sessions

10

Alongside the activities offered in senior sessions, members can also take part in karaoke on stage and art workshops. Young people from senior sessions can volunteer to help run this session.



Targeted Access Sessions

Total targeted sessions run: 22



During these sessions young women are encouraged to come along and make music with three female musicians; delivery is otherwise identical to our open-access senior sessions. These sessions are run by a JNC qualified youth worker and supported by one of our counsellors, meaning young women can access youth work and/or mental health support during session time.



These sessions are designed to cater to young people that might be too anxious for open access sessions. They are quieter due to a maximum of eight attendees, creating a calmer space for these individuals. Young people attending these sessions can access the art workshops, support with a counsellor or JNC qualified youth worker, make music with a musician, or engage with Akira the therapy dog, who is brought along by our wellbeing volunteer.



On Saturdays, young people can engage with our lead musician to record and mix their music. These sessions grant many young people access to music recording opportunities they may otherwise not have due to barriers in their life.

Detached & Outreach Sessions

Detached and outreach sessions delivered: 0

Historically Livewire's outreach work has been carried out along Saltash waterside during school holidays. This is when we typically see pier jumpers and young outdoor enthusiasts making the most of what the area has to offer. We take these opportunities to make connections with these young people, opening conversations around safety and community values. Due to weather and the exam season, we have had little to no opportunities to deliver outreach work in our local area.

Looking forward to this year's summer holiday period, we have collaborated with Devon & Cornwall Police to set up an outreach project which includes the wider Saltash town area. **For a period of eight weeks, two youth workers will roam designated areas of the town known to have high areas of youth activity and engage in outreach work with young people they encounter.** We look forward to reporting on this.

Single Issue Programmes

Single issue programmes delivered: 2

Violence against women and girls has been one topic; the other has been **positive relationships**.

ENGAGEMENT & SUPPORT

Education, Employment & Training

Young people supported in getting into employment in this period: 2

Young people supported in going back to school: 2

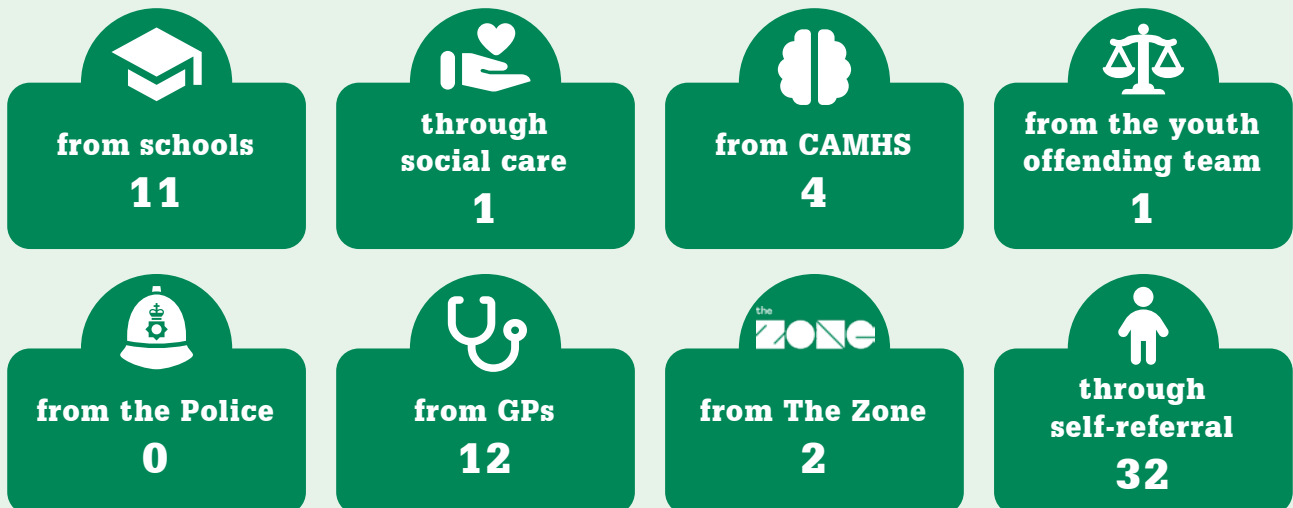
Young people supported in starting college during this period: 0

In response to the growing crisis of young people not in employment, education or training, we have started a **new job club** which aims to assist young people in accessing the above. Again, this is thanks to the money we received from Saltash Town Council. Reporting on this will commence in the next quarter.

We are also very excited to report that we will be putting on a **six-week re-engagement programme** for students at risk of exclusion or recently excluded from school. This programme will help these young people build trust, develop self-regulation techniques, understand choices and responsibility, improve their communication and relationship-building skills, establish aspirations and goals, and celebrate their potential. The group size will be between six and twelve young people; we are excited to report following completion of the programme!



➔ This period we have had **63** referrals to Livewire's services from the following sources:



These young people have been referred for counselling, daytime youth work support, daytime music provision and access to our open access sessions.

VOLUNTEERING & DEVELOPMENT

Volunteers

436 volunteer support worker hours have taken place in this period. Our volunteer team continues to grow with some additions from our membership's parents!

Development Group

In this period Livewire's youth development group has contributed to the employment of a new member of the mental health team. Three young volunteers from the group assisted in interviewing the candidates and providing their own personal feedback on how each would fit into the Livewire team. It's important that young people's voices are captured in these processes, as they are the ones who will be most impacted by decisions.

Match Funding

This year we have been very fortunate to receive **£50,000** from Saltash Town Council for youth work. The match funding secured includes the Big Lottery funding of **£219,000** (£15,00 pa over 5 years); we are currently in the final year of this funding. **£11,000** per year from AC/DC is also being received for youth work.

News & Developments

A new focus on our music provision has emerged in the form of our new Livewire Stage Crew. This opportunity allows young people access to music industry education which opens doors for further education and employment. Four people engaging in the provision have taken part in live events in our venue and are soon to be volunteering at Morvala Festival, where they will shadow industry experts and broaden their horizons in the industry.

We have supported Saltash Mayfair with a number of young people performing on the stage at Longstone park. We also had a youth worker and volunteer roaming the town making positive connections with local adults and young people. We are, as always, set to support Saltash Regatta and Boardmasters festival this year; look forward to reports on that at a later date!



Case Study

A young man who attends Livewire has been severely struggling with his mental health due to extreme stress at home caused by issues of criminality affecting his family members. This young man's well-being was brought to our attention when school exams were added to the mix; he expressed worrying levels of anxiety and negative self-regard, causing us to invest a large amount of time as a team in helping him navigate this difficult time.

We worked to help him cope with the changes going on at home whilst also helping him navigate the stress of exams.

Conversations around positive self-regard, resilience and 'this, too, shall pass' mentality helped keep him afloat.

Recently this young person completed their exams!

He is feeling extremely positive about his ability to overcome challenges and is relieved to have finally completed his education.

He has managed to develop a high-level of resilience where his mental health is concerned.

We are extremely proud of how far he has come and feel his experience is testament to the good youth work relationships can do for young people struggling in life.

Livewire Youth Project would like to thank Saltash Town Council for its support in the delivery of essential youth services and look forward to sharing more positive news in future reports.



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The Core Youth and Community Centre

Youth Work Interim Report – Saltash Town Council Professional Youth Work Funding

February – May 2026

Introduction

Our mission statement is;

'The Core's purpose is to support, empower, and inspire children and young people aged 5–18 through safe, inclusive opportunities that promote wellbeing and community connection. We provide high-quality youth work, activities, and support that help young people build confidence, resilience, wellbeing, life skills, and positive relationships, enabling them to reach their full potential.'

Planning Ahead

Following a challenging period of financial uncertainty, we are delighted to report that The Core is now in a much stronger and more stable position. Thanks to the generosity and continued support of Saltash Town Council, alongside funding secured through the Youth Transformation Fund, we have been able to move beyond crisis management and begin planning confidently for the future.

This renewed financial stability has provided us with the opportunity to focus on developing and expanding our services to meet the growing needs of young people in our community. We are now able to invest time and energy into strengthening existing provision, exploring new opportunities, and ensuring that the support we offer remains accessible, relevant, and sustainable.

The support received has not only secured the future of our current services but has also given us the confidence to look ahead with optimism. We are excited about the opportunities for growth and development and remain committed to providing high-quality youth work and community support for the young people and families of Saltash.

One of the most significant developments has been our ability to expand our youth work offer through the introduction of new targeted provision for home-educated young people. This growth would not have been possible without the investment from Saltash Town Council and demonstrates the positive impact that local funding can have on the lives of young people within our community.

Outcomes and Outputs Achieved

Please update the figures below with the latest February–May reporting period statistics:

- Total current number of members - 500
- Number of open access sessions delivered - 51

- Number of targeted youth sessions delivered - 51
- Number of young people receiving individual support - 30
- Number of young people supported into education, employment or training - 14
- Number of youth volunteer hours contributed - 104

Climbing Club

Our climbing club continues to be a popular activity for young people aged 5–18, helping to build confidence, resilience, teamwork and problem-solving skills.

Boxing Club

The boxing club is going from strength to strength due to new coaches joining the team. This has helped to attract strong attendance and provides a positive outlet that promotes discipline, fitness, confidence, and self-esteem.

Grub Club

Grub Club remains one of our most popular activities and is regularly oversubscribed. Young people learn practical cooking skills, healthy eating, teamwork and independence in a supportive environment.

Craft Club

Craft Club provides a welcoming after-school space where young people can learn new skills, develop friendships and access informal support from youth workers.

Just Be You (LGBTQ+ Group)

The group continues to provide a safe and inclusive space where young people can express themselves, access support and build meaningful friendships.

Open Access Youth Sessions

Our junior and senior youth clubs continue to provide safe spaces for young people to socialise, participate in activities, access free food and receive support from trusted adults.

One-to-One Support

Our qualified Youth Work Coordinator continues to provide individual support, advice and guidance through school-based and centre-based interventions.

Educational Support Programme

The Educational Support Programme continues to provide an invaluable alternative learning environment for young people who are struggling to access mainstream education. Whilst the programme is now delivered independently by the tutors, The Core continues to work in close partnership with them to support the young people attending and ensure they remain connected to wider opportunities and support services within the community.

Many of the young people accessing the programme have been referred by local schools because they are finding mainstream education challenging. A significant number have

Special Educational Needs and Disabilities (SEND), have experienced bullying, anxiety, or difficulties with school attendance, and benefit greatly from the smaller, more supportive learning environment that the programme offers.

Through our partnership approach, young people are able to access additional youth work support, activities, and opportunities at The Core, helping them to build confidence, develop positive relationships, and improve their overall wellbeing alongside their educational progress.

Thanks to funding from Saltash Town Council, we have also been able to expand our youth work provision by launching a new Grub Club session specifically for home-educated young people. Currently in its pilot phase, the programme has been extremely well received and is already demonstrating positive outcomes. Participants are developing practical cooking skills, increasing their confidence and independence, and building important teamwork, communication, and social skills through collaborative activities.

The sessions provide valuable opportunities for young people to form friendships, build confidence, and feel part of a supportive community. Early feedback from participants and parents has been overwhelmingly positive, therefore the programme will continue.

Impact and Outcomes

Case studies and testimonials continue to demonstrate the positive impact of youth work at The Core, with young people reporting improved confidence, wellbeing, friendships, life skills and engagement with education and community activities. Please see the attached sheet for a case study of one of our young people.

Partnership Working

Collaborative work continues with Saltash Community School, Saltash Town Council, Safer Saltash, Intercom Trust, Early Help, Health Services, Emergency Services, and community organisations such as the Community Fridge and Larder. These partnerships continue to strengthen the support available to young people and families.

Value for Money

Saltash Town Council's investment has enabled The Core to maintain and expand youth provision, support vulnerable young people, increase volunteering opportunities, and develop new targeted programmes for home educated young people. We are also planning to extend our staff team from September to enable us to expand our services.

Conclusion

The support provided through Saltash Town Council Youth Work Funding has been instrumental in enabling The Core to continue delivering vital youth services and to grow provision in response to community need. We would like to thank Saltash Town Council for its continued investment in young people and for helping secure a sustainable future for youth work in Saltash.

Case Study: Re-engaging with Education and Building Social Connections

A 14-year-old young person with Autism Spectrum Disorder was referred to The Core after experiencing bullying, anxiety, and significant social isolation. They had not attended school since Year 7 and had been out of education for several years before joining the Education Support Programme a year ago.

When they first engaged with The Core, they had very limited contact with other young people and were socially isolated. The Core was the only place where they regularly interacted with peers of their own age. Due to their prolonged absence from education and social settings, they struggled with social cues, communication, and building friendships. Their academic ability was also significantly below their chronological age, making learning challenging.

Through attending the Education Support Programme and later our Senior Youth Club, they have developed trusting relationships with staff and peers. Alongside educational support, youth workers have helped them build confidence, improve communication skills, and learn how to interact positively with others.

Over the past year, they have made significant progress. They now attend regularly, participate in activities, and are beginning to form positive friendships. Their parents report increased confidence, improved wellbeing, and a greater willingness to engage with the world around them.

Impact

- Re-engaged with education after several years out of school.
- Reduced social isolation.
- Improved social and communication skills.
- Increased confidence and emotional wellbeing.
- Developed positive peer relationships and a sense of belonging.

Without access to professional youth service, this young person would have had very limited opportunities to access education, build friendships, and develop the social skills needed to thrive.